

On arrival place an X against anything not found satisfactory	<b>Checklist</b>		On departure place a tick against items checked
	<b>Use this list to checklist to ensure the cottage has been left in good order. Your co-operation will be greatly appreciated.</b>		
	<b>Please record Electricity Meter Reading here on arrival.</b>		
	Toilet is clean (toilet brush provided).		
	Bathroom sink is clean and drainer free of hair etc.( bathroom cleaning agents provided if needed)		
	Shower tray is clean and drainer free of hair etc.		
	Bathroom floor is clean.		
	Toilet paper present.		
	Crockery and Utensils washed and put back in cupboards.		
	Kitchen Sink is clean and drainer is free of debris.		
	Fridge is empty (leave fridge door ajar).		
	All personal food items taken away.		
	Kettle and teapot empty and clean.		
	Cooker is clean and all controls set to the 'off' position.		
	Transfer contents of waste-bin to wheelie-bin		
	Kitchen waste-bin fitted with new liner (liners kept under the sink).		
	Kitchen floor wiped clean. (mop and bucket kept under the stairs)		
	Sitting-room carpet vacuumed. (vacuum is kept under the stairs)		
	Settee cover neatly in place.		
	Log-burner doors are firmly closed if leaving any remaining fire to burn out.		
	Sacrificial rug is in place.		
	Ash-bucket is empty. (Empty the bucket on the waste ground at the back of the car park.)		
	Blankets are folded and put back in drawers.		
	Bedroom carpet vacuumed (include landing and stairs if necessary).		
	Teasmaid empty and clean.		
	Items from the outhouse are returned.		
	Outhouse door is locked (key returned to hook in kitchen).		
	Patio table and chairs are brought inside the cottage.		
	All windows in each room are closed and fastened shut.		
	Garden gate closed (to keep out the sheep).		
	Garden door locked.		
	Electrical appliances in each room are unplugged. (Not extension leads in bedroom).		
	Electricity turned off at the master switch on the consumer unit.		
	Water turned off at the stop-cock (in the pavement).		
	<b>Please report breakages or anything not working here:</b>		
	<b>Please record Electricity Meter Reading here when vacating the cottage.</b>		
	Front door locked with the mortise lock ( in addition to the Yale lock).		
	<b>Ensure no personal belongings are left behind.</b>		
	<b>Please post the keys through No 7 letterbox and (email) mail this (scanned) form to the owners</b>		
	<b>Thank you for co-operating</b>		

