

On arrival place an X against anything not found satisfactory	Checklist for not fully inclusive		On departure place a tick against items checked
	Use this list to checklist to ensure the cottage has been left in good order Your co-operation is greatly appreciated		
▼	Please record Electricity Meter Reading here on arrival.		▼
	Toilet is clean (toilet brush provided)		
	Bathroom sink is clean and drainer free of hair etc.		
	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 stuffs taken away		
	Kettle and teapot empty and clean		
	Cooker is clean inside oven and around rings and all controls set to the 'off' position		
	Microwave is clean inside		
	Kitchen waste-bin is empty. Empty contents in plastic bag and place in wheelie bin by outhouse		
	New liner in kitchen waste bin (liners are kept under the sink.)		
	Wipe Kitchen Floor. (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 (It can be emptied on the waste ground by the car park.)		
	Blankets are folded and put back in drawers		
	Vacuum bedroom carpet, also include landing and stairs		
	Teas-maid is empty and clean		
	Items from the outhouse are returned		
	Outhouse door is locked (key put back on hook in kitchen)		
	Patio table and chairs are brought inside the cottage		
	All windows in each room are closed and fastened shut		
	Garden gate is closed. (To keep out the sheep)		
	The back door is locked		
	All electrical items in each room are unplugged(Not extension leads in bedroom)		
	The electricity is turned off at the master switch on the consumer unit.		
	The water is turned off at the stop-cock outside (unless instructed otherwise).		
	Please report breakages or anything not working here:		
	Please record Electricity Meter Reading here when vacating.		
	The front door is locked with the mortise lock (in addition to the Yale lock).		
	Ensure you have not left behind any personal belongings		
	Please post keys through No 7 letterbox (unless otherwise instructed) and (email a scanned copy) mail this completed list to the owners in order to speed up the return of your deposit.		
	Thank you for co-operating		