

Guest Checkout Checklist

MARLBROOK FARM RETREAT

Thank you for staying with us. Please complete these simple steps before leaving.

KITCHEN

- ☐ Wash up and place clean dishes and glassware back in the cupboards.
- ☐ Empty the dishwasher and switch off any small appliances.
- ☐ Remove all food from the fridge, freezer and cupboards.
- ☐ Place tied rubbish and recycling bags in the designated outside bins.

THROUGHOUT THE PROPERTY

- ☐ Check bedrooms, bathrooms and living spaces for personal belongings.
- ☐ Place used towels together in the bathrooms - please leave bed linen on the beds.
- ☐ Close all windows and switch off lights, televisions and appliances.
- ☐ Leave furniture, games and household items where you found them.

POOL, SAUNA & HOT TUB

- ☐ Remove personal items, towels, glasses and rubbish from all leisure areas.
- ☐ Replace the hot tub cover securely after your final use.
- ☐ Leave the sauna tidy and switch off the sauna controls after use.
- ☐ Ensure the indoor pool area is tidy and all pool access doors are closed.
- ☐ Please do not empty or switch off the pool or hot tub equipment.

BEFORE YOU LEAVE

- ☐ Check that all external doors are closed and locked.
- ☐ Return keys as directed in your arrival information.
- ☐ Please leave the property by the agreed checkout time.
- ☐ Let us know promptly about any damage, breakages or maintenance issues.

Thank you for helping us prepare the property for our next guests.

We hope you had a wonderful stay and wish you a safe journey home.