



Before You Leave

- ✓ **Used Towels & Linens:**
 - Gather all used towels and place them in the shower or tub (do not fold).
 - If you used the bed, please do not make it — this helps housekeeping know which linens to change.
- ✓ **Food & Drinks:** Remove all food items from the room and refrigerator.
- ✓ **Electronics:** Turn off all TVs. If you logged into any personal streaming accounts on the smart TV, please log out.
- ✓ **Heating/Cooling:** Set heater to 72° (medium-low). Turn off any fans, alarms, or devices that blink, beep, or hum.
- ✓ **Lights & Windows:** Turn off all lights and close all windows.
- ✓ **Doors:** Ensure the main door shuts securely when you leave.
- ✓ **Trash:** Dispose of any waste that may attract rodents or pests in the large blue dumpster behind the hotel (located in the alley west of the building, across the grass lot).
- ✓ **Forgotten Items:** Double-check all drawers, closets, and rooms for personal belongings.
- ✓ **Gratuity:** A tip for the housekeeper is not necessary but always very much appreciated.
- ✓ **Final Room Inspection:** Please inspect your room before leaving and report any damage or issues to management.