

ENERGY WEST Social Club

Member Name	Unit Number	Departure Date
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UPON CHECK OUT: Members are responsible for maintaining and leaving the unit in a clean and tidy condition. This includes completing the below checklist and ensuring the tidiness of the outside areas surrounding the unit. This ensures the unit is ready for the next members enjoyment and helps keep accommodation costs to a minimum. We appreciate your support in the manner to prevent mandatory paid cleans upon vacation.

Our Caretaker will collect the completed form and review the unit following your departure. Please note that if the unit is not left in a satisfactory state ready for the next member, cleaning costs will be charged to you as per our Terms and Conditions.

NO PETS ARE ALLOWED ON THE PROPERTY AT ANYTIME

Cleaning items to be completed prior to checkout	Self Clean	Paid Clean
Bins are put out on correct night as per signs on fridge		
Washing Machine wiped out and door seal dried. Leave door open		
Dryer filters emptied after every use		
Dishes washed, dried and put away		
Kitchen cleaned and benches wiped		✗
Fridge emptied and cleaned		
Oven, Stove Top and Microwave cleaned - inside & out*		✗
Rubbish removed from internal bins <i>(for both cleans)</i> & the internal bins washed out <i>(for self-clean)</i>		
Barbecue cleaned* – <i>report to Caretaker if Gas Bottle is low/empty</i>		✗
Beds neat & tidy (Please ensure that EWSC pillows and mattress protectors remain behind)		
Toilet, Basin, Shower, and Baths scrubbed clean (Albany please use supplied calcium cleaner)		✗
Bathroom mirrors wiped over		✗
Laundry area cleaned		✗
Whole property vacuumed		✗
Vacuum under Couch & Chair cushions		✗
Empty Vacuum Cleaner. Do not wash vacuum bags		✗
All hard surfaces mopped		✗
Clean Out Wood Heater – firebox to be left empty – no hot coals in bins. (Applies to Denmark and Dunsborough only)		✗
Turn off all electrical appliances at the switch EXCEPT Fridge, Microwave and air conditioner lever outside.		
Ensure all doors are locked & windows closed and secured before vacating the premises		

**If left excessively dirty these items will attract additional charges, even if a clean has been paid for.*

If you have noticed any items that require attention, your assistance in providing details would be appreciated. This may include items that are broken, require replacement or simply general maintenance items.

Thank You - And we look forward to your next stay with us.