

Room Check-Out Instructions

Check-out time is by 12:00 noon

1. Empty all trash in dumpster located on the north side of the building outside.
2. Remove dirty linen and towels and place them in the laundry basket inside your room. Leave the basket inside the room by the door.
3. All comforters and blankets should be folded and left on the bed. All pillows should be left in the closet.
4. Return keys, remote and parking permit to the front desk.
5. Let the front desk know when room is empty and ready for inspection.
6. Make sure that you have cleaned out your assigned refrigerator and cabinets.
7. If you would like to clean your room while staying with us, please ask the front desk for a cleaning kit and vacuum cleaner. The brooms, dustpans and mops are kept in the laundry room.

Thank You.