Heavenly Highland Cottages

Millbank

Guest information - Departure

Dear Guests,

Thank you again for choosing Millbank for your holiday and we do hope you have enjoyed your stay.

Before you leave the property please could you follow these protocols to assist our housekeeping staff to turnaround the property for new arrivals safely and hygienically. I hope you don’t find the list too exhaustive and we thank you for your cooperation.

**Bedrooms and ensuite bathrooms:**

* There will be a laundry bag either in a top drawer of each room or in a cupboard.There will also be a large plastic bag.
* Please strip the bed(s) and put all linens including mattress protectors and pillow protectors into the labelled laundry bag as well as all used towels.
* Put used pillows and duvet(s) into the large plastic bag .
* All bags to be taken outside and placed near the door or in a shed if raining.
* Tie up all rubbish from the room, remove from the house and recycle.
* Close WC lid and flush
* Open windows in the bathroom and bedroom.
* Put any books that you have read into the box provided downstairs so we can wipe them down before replacing.

**Kitchen/living areas:**

* Please remove all rubbish and food waste from the house, tie up bags and recycle into the large recycling bins at the end of the track. The bins are labelled.
* Fill the dishwasher with any dirty crockery, utensils etc. Switch on to a suitable setting.
* Wipe down worktop surfaces
* Remove all personal condiments, semi full wine bottles etc and take home or dispose in recycling.
* All food to be removed from the fridge and taken away.
* Please open windows before you finally leave the house.

Outside and garden areas:

Please check grounds for any personal items eg Toys, Balls etc and remove.

Thank you very much for your cooperation.

Haste ye Back !

Elizabeth Turner

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[www.heavenlyhighlandcottages.co.uk](http://www.heavenlyhighlandcottages.co.uk)