

# Checkout Instructions

- All trashcans must be pulled & consolidated outdoors. Trash on the 3rd & 4th floor must be brought to the outdoor consolidated areas on the 2nd or 1st floor (TLM provides the trash cans, liners & a dumpster on site)
- Do not leave any food behind in the fridges.
- Decorations & florals must be taken down.
- If furniture was moved for photos etc. it must be put back in the original location.
- Place dishes in the sink or dishwasher.
- NOT required to strip beds if lodging.
- NOT required to sweep or mop.
- NOT required to start any laundry.

## *Not Required, just Requested*

- Place AC unit on 75.
- Turn lights off (if possible).
- Make sure all entryway doors are closed.
- Relocated all tables and chairs to original storage on site.
- Place pile of trash in provided dumpster.
- Notify us of any major spills / vomit the day of checkout.

### Comments or Concerns

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**In the process of checkout, please do not drive motorized vehicles on the grass. If you have outsourced vendors, please reiterate that to them as well.**

**Any questions or concerns please call Abbi at 601-337-3654**

*Thank you for helping keep Three Lakes Manor Beautiful*