

Sedgwick Reserve Checkout List

Please leave the housing in a clean and presentable state for the next user. Help us keep costs down and prevent pests. Cleaning supplies are under the kitchen sink or in the closet.

Remember: Always keep doors closed to keep mice and snakes out!

- ❑ Remove **ALL** the food that you brought.
- ❑ Leave sheets on the bed and hang hand towel to dry.
- ❑ Wash all dishes and utensils, wipe them dry, and store them away.
- ❑ Dump food trap from sink into trash and wipe all food out of the sinks. Empty grounds from coffee maker.
- ❑ Wipe down kitchen countertops, stove, microwave, and sink.
- ❑ Wipe down bathroom fixtures that you have used - toilet, sink, shower, mirror, etc. Remove hair from traps.
- ❑ Sweep floors; use a dustpan to collect dirt to put in trash.
- ❑ Use a Swiffer to mop floors, put used pad in trash.
- ❑ Take all trash and recycling to the trash and recycling bins located inside the front gate. Replace bin liner.
- ❑ In summer/hot months turn AC units to 80F. In winter/cold months turn heater down to 65F. Turn off lights.
- ❑ When you check out at the lobby computer, please note if there is anything broken or missing and tell staff about maintenance issues.

Invoices will be issued based on what you have on your RAMS reservation. Reserve has the right to charge for any cleaning services at the following rates: Non-UC \$46.50/hour, UC \$31.50/hour.

We hope you had an enjoyable stay at Sedgwick!