

Whitewater Village Cottage

Departure Checklist

Cottage: P _ _____ Departure date: _____

Important: If you will be leaving before Friday morning, please contact Housekeeping (pamela@nrtco.net or 613-281-2295) to let them know. You are expected to vacate the cottage before 11:00 am on the day of departure. Thank you and have a safe drive back home!

We hope you enjoyed your stay. Please use this checklist to ensure you don't leave anything behind and that you leave the cottage tidy.

1. Empty the fridge/freezer of all food.
2. Empty all garbage cans into a garbage bag and deposit it in the central garbage bin located along the road opposite the P4 cottage. The garbage bags are kept in the bottom kitchen drawer near the sink. See footnote about recycling.
3. Wash all dishes and pots and pans and put them away before leaving.
4. Clean any soiled counters using the cleaner under the kitchen sink.
5. Pack all your electronic items. Check the DVD player, CD player and MP3 player for any items you have brought up with you. Make sure you take all your charging devices as well.
6. Check all drawers, closets and bathroom cabinets for clothing and personal items. (If you do leave anything behind it will end up in the Lost and Found bin in the front hall closet.)
7. Put all used towels in the tubs or sinks to clearly identify that they need washing.
8. Pull back the covers on all the beds that have been slept in. Do not make the beds before you leave as Housekeeping will not know to change the sheets.
9. Ensure the fireplace is turned off and all doors and windows are closed and locked.
10. Leave the green Whitewater Village wristbands on the dining room table or nearby credenza.
11. Leave a note on the dining room table about any minor issues not already reported that can be quickly corrected, such as replacing a light bulb.
12. If you like, take a moment to write in the cottage journal.
13. Return key(s), if applicable, as arranged before your stay.
14. Reminder: you are responsible for the any damage, missing items or untidiness. Whitewater Village management will be the sole judge to assess damage or impose charges for additional housekeeping.

Note on recycling: During the WT season only (approx. mid-May to late Sept.), you can put cans, glass and plastic bottles, paper, and cardboard in the blue bin provided on the porch. Otherwise there is no recycling or composting at Whitewater Village.