

CHECK OUT PROCEDURES

Please complete the following:

1. Strip the beds and place only USED linen in a plastic bag on the porch (to include blankets, towels, and washcloths).

**PLEASE LEAVE MATTRESS PAD ON BED WHEN
REMOVING SHEETS**

2. Check out time is 0800-1000. If checking out Monday-Friday during our regular business hours (0800-1600), please bring the key to the MWR office located next to the Exchange. *If checking out on a weekend or holiday please leave the key in the unit on the entertainment stand.

3. Vacuum and dust the unit, mop floors, clean the bathroom, clean the kitchen and any appliances used, stow all kitchen utensils in appropriate drawers and cabinets.

4. Take out the trash and recyclables. The containers are in the fenced area by the playground.

5. If there are any problems with the unit or your stay, please contact the MWR office at extension 6922 from the phone in the unit or 609-898-6922 from any other phone between the hours of 0800-1600. If it is after hours, please contact the OOD at 609-780-1346.

Thank you for staying with us. We hope you enjoy
your visit.