

Check-out Procedures for Guest Quarters

Please complete the following:

1. Strip the beds and place all linen, mattress covers, blankets, towels and wash clothes in plastic bag; place on porch. If checking out on a weekend, holiday, or after MWR's operating hours you will be advised to either leave plastic bag with laundry and key in the unit or will be instructed to bring laundry and key to the UPH. Arrangements must be made with the MWR Staff to receive full payment for your length of stay in the unit.
2. Vacuum and dust unit, mop floors, clean bathroom, clean kitchen and any appliances used, stow all kitchen utensils in appropriate draws and cabinets.
3. Take out trash and recyclables to containers in the fenced area located by the playground.
4. Return the key and make payment at the MWR. We accept check, cash, or credit card.
5. There is a list of phone numbers located on the wall next to the phone. If there are any problems with the unit, please call the MWR Office between the hours of 8:00 AM to 4:30 PM. Contact the OOD at x6915 if a problem arises between the hours of 4:30 PM and 8:00 AM.