

# DEPARTURE CHECKLIST



Please do the following before checking out:

- Return relocated furniture, kitchenware, and other items to their original location.
- Load dishwasher and start wash cycle (if applicable).
- Strip bed sheets down to mattress pads, but do not remove blankets and spreads.
- Place bed and bath linens on floor near unit entrance inside the front door.
- Empty refrigerator and place all trash in appropriate outside receptacles.
- Remove all food items from units.  
*Unopened, non-perishable items may be given to the local food bank via the food donation box in the Woodstone Lobby.*
- Check unit for personal items.
- Turn off all lights.
- Turn thermostat to 65° in winter or 75°F in summer.