



# 2021 Arrival & Departure Information Sheet

## Door Code

Please note and remember the door code that is found on your booking receipt

## Arrival

- Check-in time is 5pm (unless your room is unoccupied the day you arrive, in which case you are free to arrive at any time)
- If you arrive early and your room is occupied, please leave luggage in the small lounge or as directed by the manager
- Linen is provided for all guests
- The doona cover is to be placed over the doona protector – DO NOT remove the protector upon departure

## Departure

- Check out time is 4pm
- Rooms can be vacated early should you wish to ski all day - please leave luggage in the small lounge or as directed by the manager
- Allow sufficient time prior to departure for cleaning your room thoroughly (rooms left in an unacceptable condition will incur a fine of \$55).

## Rooms

- Vacuum all floor surfaces including under beds
- Wipe all surfaces including bedside tables, window sills, shelves
- Clean mirror
- Open curtains and close windows
- Turn heater thermostat to '2'
- Turn off lights

## **Beds**

- Doona – remove external doona cover ONLY
- Remove all linen and towels and place in linen and towel shoots accordingly

## **Bathrooms**

- Place bin bag in the kitchen bin and replace bin liner
- Vacuum and mop
- Using the cleaning products available thoroughly clean and dry shower, mirror, basin, toilet & shelves
- Wash bathroom glasses in the dishwasher and replace them in bathrooms
- Remove all personal items

## **Food**

- Remove all food from fridges, freezers and cupboards
- Wipe out cupboards and wash fridge trays
- Wash and sterilise all dishes and PUT AWAY

## **Ski Room & Drying Room**

- Remove all ski gear & skis and place them in your designated lockers/racks
- DO NOT leave boots on the floor next to boot pegs
- Any items found after departure will be donated to charity