

NELSON BAY UNIT CHECKLIST

TO BE COMPLETED *PRIOR* TO LEAVING AND RETURNING WITH KEYS

Area	Item	Task	Completed
Kitchen	Fridge	Freezer free of ice	
		Emptied and clean	
	Stove	Cleaned	
	Oven	Cleaned	
	Kitchen Bench	Cleaned	
	Sink	Cleaned	
	Dining Table	Cleaned	
Lounge Area	Chairs	Cleaned	
	TV	Dusted	
	Carpet	Vacuumed	
Main Bedroom	Bed	Tidied	
	Carpet	Vacuumed	
Ensuite	Toilet	Wiped down	
	Basin	Wiped down	
	Shower	Wiped down	
	Floor	Mopped	
2nd Bedroom	Bed	Tidied	
	Carpet	Vacuumed	
Main Bathroom	Toilet	Wiped down	
	Basin	Wiped down	
	Shower	Wiped down	
	Floor	Mopped	
Laundry	Washing Machine	Wiped down	
	Dryer	Emptied and <i>lint filter cleared</i>	
	Floor	Mopped	
General	Vacuum Cleaner <i>(Leave powered on)</i>	Empty and remove hair from roller	
	Blinds	Closed	
	Patio	Mopped	
	Garbage Bins	Emptied and clean bag replaced	
	Door	Ensured locked when leaving	

Name.....Sign.....

Date in Date out Key No

Any Defects, Breakages

Emergency Contacts :

Bob Dokter: 0478 616 404

Wayne Hodge: 0405 225 674

NELSON BAY UNIT

MANTRA APARTMENTS

1a Tomaree Street, Nelson Bay

Building A

Complimentary WiFi: Network

Apartment 13

Aqua Apartments – Select Aqua WiFi

Car space 13 (Underneath Building A)

Password – Saltwater1

Luggage Trolley in cage at car spot

Items you require to take with you

Please think as if you are staying in a caravan

If you empty anything within the unit, please replace it.

Items you are required to take with you

Bedrooms

1 x Queen size bed sheets

2 x King Single bed sheets

4 x Pillowcases

Kitchen

Tea towels

Dishwasher tablets or Dishwashing liquid

Bathroom

Towels

Toilet rolls

Thank you and have a wonderful stay 😊