



# MIZELL HOUSE DEPARTURE CHECKLIST

Please use this checklist when preparing to depart from the house.

- ☐ Confirm departure date with church office two weeks in advance of departure.
- ☐ Settle all outstanding expenses with the church office.
- ☐ Submit a change of address to the post office and leave a forwarding address with the church office.
- ☐ Sign and leave a prayer card in the Mizell House guest book, if desired.
- ☐ Remove all perishable and/or opened food items from kitchen cabinets and refrigerator. Staples, such as oils and spices can remain.
- ☐ Remove all personal items from closets, storage areas, and garage. Check under, in, and behind washer, dryer and furniture, and in closets and cabinets for personal items.
- ☐ Remove all personal account settings, registrations, or payment data from Amazon Fire TV stick, if used.
- ☐ Remove bed linens and place in laundry basket in utility room.
- ☐ Leave wet towels hanging in bathroom/kitchen.
- ☐ Remove all trash to the church dumpster.
- ☐ If leaving in the winter, set the thermostat to 60 degrees. If leaving in the summer, set the thermostat to 78 degrees.
- ☐ Complete an Exit Review document, found in the Mizell House Information Notebook.
- ☐ If the resident is checking out during church hours, please return all Mizell House keys, exit review document, and Information Notebook to the church office. However, if the resident is departing on a weekend or evening, the keys, notebook, and exit review document can be left on the kitchen table.
- ☐ Close and lock all windows and doors.

\*\*\* Your cleaning fee – paid at the beginning of your stay – will pay for a deep cleaning of the house after your departure and before the next family arrives. While we do ask that you clean up any significant clutter or messes, please do not be concerned with scrubbing, mopping, cleaning toilets and showers, vacuuming up dust bunnies behind the dresser, etc. \*\*\*