

LAST DAY CHECK-OUT FOR RENTER

Please be good stewards of this special place by leaving it as clean as you found it.

KITCHEN

- Clean up kitchen. All dishes, pots and pans washed *and put away*
- Wipe down counter tops and sinks thoroughly.
- Clean out refrigerator and cupboards of all perishable food items you brought with you
- Put dish towels and wash clothes in washing machine in Director's Cabin before you leave
- Make sure water is off
- Take trash to dumpster

BEDROOMS

- Clean up bedroom areas
- Take trash to dumpster
- Check for any personal items
- Vacuum floors

BATHROOMS

- Check that faucets and showers are off and toilets are flushed
- Check for personal items
- Take trash to dumpster
- Sweep floor

THROUGHOUT BUILDINGS AND GROUNDS

- Close windows and doors
- Check for personal items
- Check for cleanliness
- Take trash to dumpster
- Turn down thermostats
- Make sure nothing is left burning and fireplaces are tidy
- Pick up any litter you find on grounds
- Each event attendee fill out evaluation form
- Turn off lights and fans