

CHECK-OUT DETAILS

As you check-out, please attend to the following:



Cabins

- Wash and dry all dishes, utensils, etc. and place them in their proper places. Wipe clean the countertops and table.
- Set the heat at 65° in the winter months. In the summer, the air conditioners should be set at 75°
- Place all used sheets and pillow cases and towels (*not blankets or pillows*) in an organized pile by the front door (*inside*) on the floor
- Sweep the floors.
- All items that were in the cabin when you entered should be there when you leave. **DO NOT** take any items from one cabin to the other.
- Return keys to the office (or place them in the dropbox if the office is closed).



Bunks, Lodges, Private Rooms

- Collect all trash on the floor and in the beds, and make sure it is in the trash cans.
- Furniture should be returned to the same location it was originally found.
- Check to be sure you aren't leaving anything behind.
- Return keys to the office (or place them in the dropbox if the office is closed).

Meeting Rooms

- Collect all trash on the floor and make sure it is in the trash cans.
- Return keys to the office (or place them in the dropbox if the office is closed).

In general, please leave the spaces you used the way you found them.