

CHECK OUT PROCEDURES

1. REMOVE all used sheets and towels and place in front of washer in kitchen.
2. Set heat to 50 degrees in Winter or air conditioning OFF before leaving **or there will be a CHARGE \$25/day for each day AC or Heat is left on after checkout and until housekeeping arrives.**
3. place all trash in a Hefty Sack (in pantry or above washer/dryer)
4. Take all opened food items with you or toss in the trash sack
5. Clean up toys, dishes, etc and place back in their place (we don't expect you to sort toys, just put them in the buckets so we can vacuum)
6. Take trash sack and place in garage. DO NOT leave outside as it will get attacked by the wildlife.
7. **lower water-heater to LOW**
8. close bottom flue
9. Leave key in designated place
10. Lock doors. Double check to make sure they are locked.
11. Close main entry gate

We hope to see you again!