

# CHECKING OUT

## CHECK-OUT PROCEDURES:

### Departure Check List

Strip any used beds and leave sheets / pillowcases on the floor in front of the bed.

Hang wet towels up or place on bathroom floors.

Empty all internal trashcans and put in the external trash bins.

Ensure all toiletries have been removed from the bathrooms and showers.

Clean all items out of the refrigerator.

Put all dirty dishes in the dishwasher and run it as soon as you can on day of departure.

Clean all items from dock. If you have used any items from the dock box, please put them back for the next guests to use.

Please ensure the kayaks and paddle boards are placed back on the storage boards and locked. Strap paddles to post as shown in picture.



Please place the adirondack chairs and chaise lounge like shown in picture below.

Remove all items from lower and upper deck.

Clean up any trash left around property.

Double check all closets and drawers to make sure you have not left anything.

Check under all beds to make sure no personal items have been left.

Lock all doors and replace the front door key back in the lock box that you got it out of upon arrival.

Have Safe Travels Home!!!

