



CHASE LODGE

Check-Out Procedures

As mentioned in the contract, please complete the following tasks:

- Remove all personal belongings. Check showers, cabinets, under furniture and beds for personal items.
- Close windows and blinds.
- Strip used beds of sheets and pillow cases. Place sheets in pillow case and put in the kitchen area with blankets.
- Use disinfectant spray and paper towels to wipe down bed mattresses.
- Leave used towels in laundry hamper in the bathroom.
- Vacuum all carpet. Sweep linoleum in the bathrooms.
- Wash and dry all dishes, pots, pans, etc. that were used. Put them back in the cabinets.
- Empty and clean coffee machine filter holder and pot.
- Remove all food from the refrigerator/freezer and wipe clean.
- Wipe down all countertops, table, microwave and stove.
- If cleaning supply bottles are empty, please do not throw them away. Leave them on the counter to be refilled.
- Empty trash containers and take it to the dumpsters located north of the pool near the Dining Hall dock. Do not leave trash outside of lodge where animals can get into it.
- Replace trash can liners.
- Turn off lights and lock exterior door as you leave.
- Please fill out our guest survey and deposit keys in mailbox located to the right of the camp office door.