



## ELMS STUDIO

### Check-Out Procedures

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

- Remove all personal belongings. Check shower, 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.
- Fold quilts and leave them on the beds with the pillows and shams.
- Leave used towels in a pile on the bathroom floor.
- Vacuum carpeted area. Sweep laminate floor.
- 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/recycling from bedrooms, bathrooms, kitchen 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.