



## **EVANGEL**

### **Check-Out Procedures**

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

- Remove all personal belongings.
- Close windows and blinds.
- Put used dish towels in the kitchen sink.
- Sweep and mop the linoleum in the kitchen. Vacuum carpet.
- Empty and clean coffee machine filter holder and pot.
- Remove all food from the refrigerator/freezer and wipe clean.
- Wipe down all countertops, tables, microwave and stove.
- If cleaning supply bottles are empty, please do not throw them away. Leave them on the counter to be refilled.
- Empty all 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.