

Check-Out Form

Guest Name: (Please Print) _____

(Does not need to be completed with those that paid for the "Pack and Go" Option)

This form is designed so that the guest can complete all tasks necessary to return the cabin to the state that it was at the beginning of the rental.

DO NOT remove bedding, sheets, blankets, comforters, from used beds / bedrooms. Instead place a pillow at the foot of any used bed.

Entry

Clean Floor and Tile	Done
Clean Bench	Done
Clean Entry Deck	Done
Mats are vacuumed	Done

Living Room

Clean Floor	Done
Clean Tables	Done
Clean Couches, Loveseats, and Chairs	Done
TV, Stereo, DVD OFF	Done
Fireplace Clean	Done
Mats are vacuumed	Done

Kitchen

Clean Floor	Done
Clean Counters	Done
Clean Stove and Oven	Done
Clean Refrigerator	Done
Clean Island	Done
Clean and unload Dishwashers	Done
Garbage Empty	Done
Clean Plates and Glasses	Done
Clean Pot and Pans	Done
Clean Silverware and Utensils	Done
Remove All Food	Done

Dining Room

Clean Floor	Done
Clean Table	Done
Clean Chairs	Done
Clean Bar Stools	Done
Mats are vacuumed	Done

Blue Heron Lodge Rental Check-Out Form

Hall

Floor Clean Done

Main Floor Laundry

Clean Floor Done
Washer Empty and Clean Done
Dryer Empty and Clean Done
Done

Twin Bedroom (Bedroom 2) Birds of Prey

If bed has been used place pillow at foot of bed Done
Clean Floor Done
Clean Dressers Done

Twin Bedroom (Bedroom 3) Birds of the Garden

If bed has been used place pillow at foot of bed Done
Clean Floor Done
Clean Dresser Done

Master Bedroom

If bed has been used place pillow at foot of bed Done
Clean Floor Done
Clean Dresser Done
Clean Desk Done
Mats / Carpet are vacuumed Done

Stair Way Upstairs

Clean and Vacuumed Stairs Done

Loft

If bed has been used place pillow at foot of bed Done
Clean Floor Done
Clean Tables Done
Clean Chairs Done

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Queen Bedroom (Bedroom 4) Up North

If bed has been used place pillow at foot of bed	Done
Clean Floor	Done
Clean Dresser	Done
Clean Desk	Done

Queen Bedroom (Bedroom 5) Bears

If bed has been used place pillow at foot of bed	Done
Clean Floor	Done
Clean Dresser	Done

Stair Way Downstairs

Clean and Vacuumed Stairs	Done
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Bar Area

Clean Bar	Done
Clean Sink	Done
Clean and replace glasses under bar	Done
Clean beverage cooler	Done
Clean wine cooler	Done
Clean microwave	Done
Garbage Empty	Done

Entertainment Room

Clean Floor	Done
Foosball Table Clean	Done
Air Hockey / Pool Table Clean	Done
Stereo, DVD, Projector OFF	Done
Fireplace Clean	Done
Mats are vacuumed	Done

Twin Bedroom (Bedroom 6) Quilts

If bed has been used place pillow at foot of bed	Done
Clean Floor	Done
Clean Dressers	Done

Twin Bedroom (Bedroom 7)

If bed has been used place pillow at foot of bed	Done
Clean Floor	Done
Clean Dressers	Done

Sauna

Clean Benches	Done
Clean Floor	Done
Unit Off	Done

Screen Porch

Table is clean	Done
Chairs are clean	Done
Clean Floor	Done

Deck

Table is clean	Done
Chairs are clean	Done
Clean Floor	Done
Clean Grill	Done

Hot Tub

Cover is on	Done
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Grounds

Clean Outside of cabin	Done
Clean Pier area	Done
Clean Shoreline	Done

Please sign this form and return it with the rental key.

_____ Guest(s)

_____ Date

**FORM MUST BE RETURNED
WITH KEY TO OWNER AT
END OF THE RENTAL BY MAIL**