



Guest Room Checkout Checklist

Upon checking out of your room
please complete the following checklist and return it to the Front Desk

- Remove **all linens and towels** including bedspread(s), sheets, mattress pad(s), pillow protectors, pillowcases, blanket and towels (including those in the closet) and place in the laundry basket and **BRING TO THE FRONT DESK**. Please do not remove the zippered mattress protector. **If your room had a sleeper sofa, please be sure to remove any linens from it as well.**
- Check the cabinets, drawers, closet and under the bed for personal items
- Remove all items from your cabinet in the pantry and/or your assigned bin in the kitchen guest fridge
- Take all trash directly to on-site dumpster – located in parking lot
- Return any House equipment (such as fans, hair dryer, etc.) to the front desk. Cots and pack n plays stay in your room.
- Return all key fobs issued to your family**

\$15 donation per night is suggested. A Guest Survey will be emailed to you. Please complete when received.
Thank you!

Guest Signature: _____ Date: _____