



CHECK-OUT CHECKLIST

Please help us make sure that we can refund your deposit and keep rental costs low. This is an old building, and is rented as-is. We know that it is not perfect, but we hope that you will find it sufficient for your purposes, affordable, and in a beautiful setting along the Wabash Trace. Please do a walk-thru and alert us to any concerns at the beginning of your rental period. We truly want to refund your deposit, so please use this list as a guide and let us know if you have any questions. Thank you for your cooperation!

BATHROOMS

- Scrub toilet
- Wipe down surfaces (sinks, toilets)
- Empty all bathroom trash cans
(2 women's & 1 men's)
- Sweep & Mop

KITCHEN

- Clean, dry, and put away dishes/utensils that were used
- Wipe down surfaces (counters, tables)
- Leave washable linens and towels in or next to the sink
- Take personal items from refrigerator/freezer with you
- Empty trash cans
- Sweep & Mop

SWEEP & MOP

Sweep and wet mop the floor in both bathrooms, the main hall, and the kitchen. Brooms, dry mop, and wet mop/buckets can be found in the cleaning closet on the southeast side of the kitchen. Cleaning solution and a mop filler are located under the north sink. Sweep first, then wet mop, from one end of the room to the other. Mopping should be the last item on your list (besides turning lights off) so that footprints don't get tracked all over. If we have to mop again, we cannot refund your deposit.

TRASH

Empty the trash cans in each bathroom (1 in men's, 2 in women's), each of the main large trash cans (2 total), and take trash with you. Sorry, we don't have a dumpster on site.

LIGHTS, A/C & HEAT

Turn off all lights, ceiling fans, and return thermostat to the appropriate temperature and thermostat position. If you aren't sure, please ask us, but as a general rule: June, July, August: A/C set to 75 degrees; September, October: Off; November, December, January, February, March: Heat set to 55 degrees; April, May: Off

DOORS & WINDOWS

If you opened any windows, please shut and lock them. Make sure all doors are locked when you leave. To lock coded door: shut, then press "Tru-Bolt" button. Please double-check all three doors before you leave, not all can be locked from the outside.

WE HOPE TO SEE YOU AGAIN SOON! QUESTIONS? PLEASE TEXT 515-210-0269