

## 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

## Blue Heron Lodge Rental Check-Out Form

### **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**