



Deep Lakes Park

Cabin Clean-up Checklist

Check-out Time is 11:00 am.

Group Name: _____ **Cabin#:** _____ **Departure Date:** _____

Please help us keep these cabins in top condition by completing the following cleaning check-list after your rental. Once all jobs are complete, check them off the list then sign and date. All or a portion of your deposit may be kept for any cleaning we must do after you leave.

Kitchen:

- ☐ Dishes are clean, dry, & put away
- ☐ Tables and counter tops wiped off
- ☐ Chairs are placed on the table
- ☐ Sink is empty and clean
- ☐ Oven & stovetop is off and clean
- ☐ Coffee pot is emptied, off, & clean
- ☐ Fridge & freezer are empty and cleaned out
- ☐ Microwave is wiped clean
- ☐ Remove trash, replace liner

Bathroom:

- ☐ Toiletries and personal belongings are removed
- ☐ Shower walls and base is clean
- ☐ Toilet and sink are clean
- ☐ Remove trash, replace liner

Bedroom:

- ☐ Remove all bedding
- ☐ Remove all personal belongings

Living Room:

- ☐ Deck chairs are dusted off, brought inside, and stacked by the sliding door
- ☐ Sliding door is locked and wooden door stopper is placed
- ☐ Fireplace is turned off

Cabin wide:

- ☐ Floors are swept and mopped
- ☐ Remove all trash & take to dumpster located past Cabin #4
- ☐ Shut off all lights and ceiling fans
- ☐ Reset the thermostat to 74° if air conditioning is on or 70° if heat is on
- ☐ Shut and lock all windows, sliding door, and entry door
- ☐ Clean-up outside area
- ☐ Only ash/firewood should remain in the fire right, no trash or cans

Signed

Date

Notes to staff:

For Office Use Only:

Checked by: _____ Date: _____

Document problems with photos and in writing on this paper.

☐ Return Deposit, Cabin left in good condition

☐ Keep Deposit - additional cleaning required - \$ _____

☐ Keep Deposit - items missing or destroyed - \$ _____