

## **CABIN CHECKOUT LIST** **(Updated August, 2008)**

To aid you in properly closing up the cabin, please check each item as it is done.

- 1. Outhouses: sweep floor, put seats UP and remove T.P. Close doors.
- 2. Put out rat poison if containers are empty.
- 3. Wash, dry and put away all dishes, pots and pans.
- 4. Empty all water buckets and drain them upside down on newspaper on the floor.  
Empty all water kettles, remove lids and drain them upside down in the sink. Do not drain them on the stove as this will cause rust on the surface of the stove.
- 5. Close all cupboards and close upper and lower hooks on the dish cupboard.
- 6. **WOOD AND ASHES.** Restock all wood, taking it from the woodsheds. Close and lock the woodshed. Latch the wood access door near the fireplace. Make sure ashes are completely cool before cleaning out the fireplace and stove. Empty ashes straight out from front door of cabin to the left of driveway where you can see other ashes.
- 7. Sweep and mop the floor as needed. Do not leave wet floors in winter.
- 8. Take **all** food items, paper products, garbage and soiled linens. Launder and return linens to cabin chair.
- 9. Close all doors inside and out. Replace shutters. Bolt, latch and lock them where appropriate.
- 10. Close panels on hall doors. Bar back hall door with 2 bars.
- 11. Secure the riverside door with the bar.
- 12. **Walk around outside to check shutters and doors. Make sure everything is totally secure. Check grounds.**
- 13. Lock the gate. Return keys, clean laundry, money and report forms to cabin chair immediately.

**We hope you enjoyed your stay! If there were any concerns, please notify the cabin chair. Thanks.**