

Check-out procedures for Mallard Lodge users (revised August 2014)

Lodge group leaders are required to complete and return this form as part of the check-out process for your visit. Your attention to this process is not only critical to the capacity of the ARE Center to offer ongoing use of these facilities, but also ensures that the next user group will find conditions as they should for their program. Failure to comply with this protocol may result in loss of the damage deposit and revocation of future Lodge use privileges.

LIVING ROOM & ENTRANCE AREA	√
Floors swept	
Fireplace (if used) cleaned of ash and debris	
Furniture in place (as you found it)	
Sliding doors closed and locked	
Lights turned off	
Thermostat reset to 50° (winter) or 80° (summer)	

DINING ROOM	√
Tables clean (and in place as you found them)	
Chairs stacked or placed upside down on tables	
Floors swept (after chairs are stacked or placed)	
Sliding doors closed and locked	
Lights turned off	
Trash taken out and fresh garbage bags inserted	

KITCHEN	√
Stove & grill clean w/drip pans upside down on top	
Coffee-maker(s) turned off and cleaned	
Dishes, pots, utensils, etc. cleaned & put away	
Refrigerator cleaned & removed of perishables	
Sink, countertops & microwave cleaned	
Floors swept and wiped of any pooled water	
Trash taken out and fresh garbage bag inserted	

UPPER LEVEL DORMS	√
Beds and other furnishings in place	
Windows closed	
Floors swept or vacuumed	
Trash bins emptied	
Lights turned off	
Emergency exit doors closed securely	
Thermostats reset to 50°	

BATHROOMS (1 near entrance, 1 in bedroom off foyer, 2 in back hall, 2 on second level, and 2 on third floor level)	√
Floors swept and wiped of any pooled water	
Toilets cleaned and checked so not running	
Sink faucets turned off	
Shower faucets turned off (all levels)	
Wastebaskets emptied	
Lights turned off	

OTHER EXIT TASKS	√
All loaner kits & field gear returned to source	
Fires out in firepit and outdoor grill area	
Volunteer forms completed and signed by group leader(s) & chaperones and placed in hall box	
This checklist completed and placed in hall box	
All three lower level exit doors locked	
Keys returned to lock box	

Other details: The closet at the front of the dining room is stocked with paper towels, garbage bags and cleaning supplies (brooms, dustpan & brush, etc.). Toilet paper rolls are provided in the "Hens" bathroom on the second floor. Please use these items as needed and return all cleaning supplies to the closet for the next group. Should any of these materials be missing, indicate so in the space below. Any other facilities-related problems, including items found or left broken or in need of repair, should also be noted in the space below.

Group Leader Name
Email (please print neatly)
Date

To be completed by ARE staff	Checked by: Date checked:	Comments:
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