

Alpine Check Out List / Leave No Trace

Please use the following checklist to verify leaving the lodge as if the maid had just left.

Current Host completing this form:

Date:

Please provide ALL Inventory needs BEFORE the end of your stay to Trustee Wendi at wendi@olmstead.comcast.net

Y/N	Area of Lodge	Y/N	Area of Lodge	Y/N	Area of Lodge
	Upstairs Sleeping Quarters:		South Exit:		Mouse Traps:
	Windows Shut and Locked		Floors Clean		Check All Traps, Empty, Unset
	Vacuum Under Beds		Curtains Closed		Vacuum Cleaners:
	Trash Cans Emptied		Door Locked		Empty and Place Back on Charger
	Bedding Straightened		Eating Porch:		Outside Trash Bins:
	Lights Turned Off		Floor Dust Mopped and Clean		Contents Properly Sorted
	Upstairs Bathrooms:		Windows Shut and Locked		Lids Secured
	Sinks, Toilets, & Mirrors Cleaned		Tables Clean		Filled Left to Right
	Showers & Floors Cleaned		Sign-in Table Tidy		Fireplaces:
	Trash Cans Emptied & Relined		Living Room:		Gas Turned Off
	Heater Turned Off		Straighten Couches/Pillows		Thermostats:
	Soap/Cleaning Supplies Refilled		Vacuumed		Turned Off
	Paper Products Restocked		Radio & Lights Off		Pilot Lights:
	Shower Curtains & Mats Washed		Shut Doors		Check that they are Lit
	Upstairs Common Area:		Kitchen:		Basement:
	South Door Locked		Microwaves Clean		Bathroom Sink Off
	Fireplace Turned Off		Coffee Maker Clean		Washing Machine Empty
	Floors Vacuumed		Soaps Filled		Work Room Locked
	Lights Turned Off		Counters Cleaned		All Lights Turned Off
	Social Hall:		Sinks Cleaned		Tam Building:
	All Windows shut and Locked		Dishes Sanitized and Put Away		Even if no one in your group used the
	Back Door Shut and Locked		Stoves Clean and Turned Off		Tam Building, please check
	Floors Swept and Mopped		Griddle & Grease-Catcher Clean		Heaters Off/Unplugged
	Close All Curtains		Floor Mopped and Clean		All Doors and Windows Locked
	Heater Turned Off		Sink Windows Shut and Locked		Bedding straightened
	Lights Turned Off		Fridge Empty and Shelves Wiped		Bathrooms Clean
	Social Hall Bathroom:		Hot Pads and Aprons Laundered		Refrigerator Clean
	Window Shut and Locked		Trash Cans Emptied & Relined		Microwave Clean
	Toilet, Sink, Mirror, Floor Clean		Recycle Cans Emptied & Clean		Floors Clean
	Trash Can Empty & Reline		Shades Pulled Down		Trash Removed
	Cleaning Supplies Restocked		Pantry:		Exit:
	Soap/Cleaning Supplies Full		Fridge Empty and Shelves Wiped		Check that all doors are locked from the outside of the building, including the Upstairs Exit Door, and the South Door on the Main Floor.
	Paper Products Stocked		Pantry Door Locked		
	Light and Fan Tuned Off		GREEN FRAMED light switches ON		
	Deck :		Check Basement Key is in Place		Overall "Leave No Trace"
	All Chairs Stacked and Covered		Lights Off		How did you find & leave the Lodge?
	BBQ Cleaned, Covered		Lost and Found:		Arrival: Leave No Trace Manner
	Gas Turned Off Behind BBQ		Items Marked with Name/Date		Depart: Leave No Trace Manner
	All Doors Locked		Items Placed in Tub		
Notes: (Was Anything Found Unlocked/Unkept/Out of Place?)					
Incidents/Remarks: (Does Anything Need Repair/Service/Replacement?)					