

# INGALLS CREEK CENTER

## Check Out Procedures

When leaving Ingalls Creek Center please take care to do all the following:

- Double check that all personal belongings have been removed from the lodge (check coat hooks, bunkbeds, look for water bottles and phone chargers!)
- Remove food in the refrigerator
- Clean the kitchen (see Kitchen procedures sheet for details)
- Collect all trash and take to the cans at top of driveway in winter, the dumpsters in parking lot in other seasons. THANK YOU!!
- If you have used disposable dishes - please take the dirty dishes with you
- Please strip the beds you used and put all dirty laundry in laundry room in red laundry basket (bedding, towels, kitchen towels)
- Vacuum/Sweep floors as needed, upstairs and downstairs.
- Complete the Tally Sheet and this Check List and place in the black mail box on Office Chalet door in Lodge parking lot.
- Leave keys or a check if you have any in the black mail box with the Tally Sheet.
- Sign the guest book- feel free to comment.
- Turn Off: dishwasher, fireplace, lights upstairs and downstairs
- Have a safe journey home! Hope you had a great time.

Thank you for visiting Ingalls Creek Center!

Guest Services Manager, Karen Brown