

Powder Lodging Departure Checklist

Due to the overhead of cleaning our unit we ask that you please complete the following prior to departure. Any excessive cleaning will be billed to the renter after charges have been determined. Within 2 weeks of your departure, your security deposit will be returned if all terms and conditions of your rental agreement were abided by.

Check out time is 11AM unless other arrangements have been made in advance.

When you vacate the premises, please perform the following:

- Remove all linen and pillow cases from beds that were used and leave next to the bed.
- Don't leave piles of damp towels; hang in bathrooms or bedrooms to dry when leaving
- Load and start dishwasher with final load of dirty dishes.
- Collect and remove all personal belongings. Check closets, drawers and under beds.
- Empty all kitchen and bath garbage and take to the basement dumpster.
- Dispose of or take with you all recyclables including returnable bottle and cans.
- Remove all food from refrigerator and freezer and unplug all counter top appliances.
- Locate all TV remote controls in bedrooms, living room and loft and leave near TVs.
- Set heat based on instructions on each heater or thermostat no matter if the heat comes on or not.
- Turn ceiling fan and light off using remote control next to sliding door.
- Return all darts and Gamecube games and accessories to their appropriate place.
- Return all parking passes to the bulletin board and grocery carts to the basement.
- Lock all exterior doors when you leave including the sliding and ski storage room doors.
- If you uncovered the wood on the deck please make sure the cover is back on and secure before leaving.
- Return parking permits, card keys and garage door opener to kitchen counter.
- Check for DVDs for disks and the VCR for tapes you played and forgot about during your stay.
- Close and lock all windows that can be opened including bathroom windows.
- Furniture shouldn't have been moved but if this happened please move it back to its arrival location.
- Make sure the inside entry door latch has the thumbturn turned horizontal so it's locked from the outside.

Thanks for helping keep our cleaning costs down so we don't need to charge a cleaning charge!