

WELTON WOODS CHECK-OUT PROCEDURE

We hope you enjoyed your stay at Welton Woods! Once it is time to say goodbye, there are some guidelines to help make the check-out, a smooth and easy out. Provided is a checklist, which is to be completed 100%, signed and returned to the Welton Woods Lodge Coordinator, along with the key binder after your stay. If you have any questions please don't hesitate to contact the Welton Woods Lodge Coordinator at 801-515-6121, or stay@weltonwoods.com.

Check-Out Checklist

Any check-out items not completed may be subject to a \$25/ hour fee for clean up.

- Strip all bedding and used towels and place in the main floor laundry room, or on the floor in front of the pantry.
- Please perform the following general cleaning (If needed, cleaning supplies are located in the main floor laundry room, and there is a vacuum located on each floor):
 - Pick up all used/ occupied rooms.
 - If moved, return furniture to original positions.
 - Vacuum, sweep or spot mop any food or spills that may have happened during your stay. Pay particular attention to candy and popcorn in the Theater Room.
 - Wipe down all used counter space/ surfaces.
 - Rinse sink and run disposal- drain should be clear.
 - Wipe stove top and griddle if used- grease trap should be empty
 - Clean outdoor grill if used. Make sure grill is turned off, gas is shut off at incoming line, and lid is closed.
- Discard or take home any perishable leftovers. Make sure packaged dry goods (like cereal, crackers, cookies, etc) are well sealed.
- Empty all trash and add new liners to every garbage can (bathrooms included). Empty the metal garbage cans on the front porch. All garbage must be removed from the property and taken down to the Legacy Mountain dumpster (see map on page 5 in handbook for location)
- Make a list of needed items (such as spices, paper towels, toilet paper, cleaning supplies, etc), and send it to the lodge coordinator for replenishing. Improvements to the lodge (such as non-emergency repairs or suggested upgrades) or to the Welton Woods Handbook are also welcome.
- Before you head out the door please **double check** the following throughout the lodge:
 - Check bedrooms, closets and main areas for personal items.
 - Check to make sure all electronics/ appliances that were turned on or plugged in, are properly turned off. Note: Make sure that the warming drawers (basement and kitchen) are turned off - there is no light to indicate that it is still on.
 - Make sure that there is nothing flammable on or near the wood stove.
 - Double check that all windows are closed and latched.
 - Turn off all lights, including outdoor lights.
 - Make sure that all doors are locked- Loft, Master, Kitchen and Great Room. To lock these door latches, lift the handle upwards and turn the knob to the lock position. Deadbolt the front door near the kitchen and exit through the basement entrance.
- Make sure that all keys (gate key and cabin door keys) are accounted for and placed in the handbook binder.
- Return keys and handbook to the Welton Wood Lodge Coordinator.

Signature of guest and date _____