

Guest Check-out

Return this form to the box at the field station prior to your departure

Director cell: 209-291-6897 Maintenance steward cell: 559-471-9276

When your group departs, complete this form and leave on the kitchen table.
You should plan to spend one hour cleaning for each day of your stay.

- Bathrooms** Clean toilets, sinks, countertops
Clean showers/tubs
- Kitchen** Clean all dishes, wipe them dry, and store them away
Clean sink and clean counters, including underneath appliances
Clean inside/outside of stove, microwave, toaster, all other appliances
Remove ALL food and wipe down inside of fridges and cabinets
- All rooms** Sweep & mop and/or vacuum floors
Dust surfaces
Note any issues and report below
- Outdoor areas** Check storage area, if used, for personal belongings
Sweep patios/porches
- General** Return borrowed equipment
Return furniture to original configuration
Remove all personal belongings, including extra food
Bag all trash and recycling separately and leave inside apartment by the sliding door
Turn off A/C and heat. Turn off lights.

Please report maintenance issues or other facilities concerns:

Group information

Name of group

Number in group

Arrival date

Departure date

I certify that I/we have completed all tasks and recognized that the Reserve has the right to charge for any cleaning and/or repair services.

Name

Date

Signature