

# BESSMAN-KEMP CABIN CLEANING CHECKLIST

Before leaving the cabin and to be eligible to receive your full security deposit, all the following must be checked off. Please return signed checklist to the Camp Host at the end your stay. Any discrepancies should be reported to the Camp Host. Thank you!

- Cleaning supplies are in the cupboard. Supplies should be returned to this location after use.
- Countertop, cupboard, appliances, and floors are clean. No food items have been left inside refrigerator or cupboards.
- No damage to appliances, furniture, or cabin.
- No personal belongings have been left inside or outside of the cabin.
- All garbage cans have been emptied and replaced with new trash bags. Garbage is placed in the dumpster provided.
- All windows are closed and locked.
- All cabin lights, air conditioner, and ceiling are turned off. Exterior light is left on.
- Door is locked upon departure.
- Key is returned to the Camp Host.

Signature\_\_\_\_\_

Date\_\_\_\_\_

### *Office Use Only*

Condition Left:                      \_\_\_\_\_Satisfactory                      \_\_\_\_\_Unsatisfactory

If venue is determined to be left in unsatisfactory condition, please note what cleaning criteria was not completed or damages incurred:

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