

## Checkout List

	Clean and put away all tables and chairs.
	Remove all tape and decorations.
	Vacuum carpets, including side rooms if used. Check with Manager on spills)
	Clean and sweep hard floors, including kitchen and bathrooms.
	Clean bathrooms, including toilets, sinks, and floor, and remove all garbage.
	Wash and put away dishes.
	Wipe down kitchen, including all countertops.
	Sweep patio.
	Clean up patio area.
	Clean up trash on the lawn and sidewalk.
	Remove all personal items.
	Remove all garbage, including from bathrooms and kitchen.
	Turn off all lights and appliances except refrigerator.
	Set thermostat to 55 for winter 80 for summer.
	Double check that doors are locked.
	Return keys.