

## Guest Check-out

When your group departs, clean the cabins and complete this form and return it to the **mailbox at the back door** of the YFS office, along with your completed waiver forms. Complete one checklist for each cabin used.

Bathrooms	Clean toilets, sinks, countertops, showers, tubs, mirrors
Kitchen	Clean all dishes, wipe them dry, store them away
	Clean sink and countertops, 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, clean fireplaces if used
Outdoor areas	Close valves on BBQ propane tanks
	Sweep patios/porches
General	Return borrowed equipment
	Return furniture to original configuration
	Remove all personal belongings, including extra food
	Remove all trash and recycling (bins at the Campground Reservations Office on Wawona District Circle)
	Turn heat to off (or to 55F in winter to prevent freezing pipes), turn off A/C if present. Turn off lights and fans. Shut all windows, close curtains, lock doors

Please report maintenance issues or other facilities concerns:

Name of group	Number in group
Arrival date	Departure date
	Cabin

I certify that I/we have completed all tasks and recognize that the Field Station has the right to charge for any cleaning and/or repair services as a result of our stay. I also acknowledge the 10-day cancellation policy.

Name	Date
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Signature

*Return this completed form to **the mailbox at the back door of the SNRS Office**, 7799 Chilnualna Falls Rd.*