

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

Signature

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