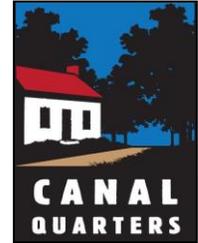


# Arrival/Departure Checklist



Lockhouse # \_\_\_\_\_

Date & Time of Arrival: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_

There is no cleaning service in Canal Quarters lockhouses! The way you leave the lockhouse is the condition the next guests will find it. Therefore, each party is required to clean the lockhouse before departure. Be sure to leave sufficient time to get it all done. **FAILURE TO LEAVE THE LOCKHOUSE IN CLEAN CONDITION WILL RESULT IN A MINIMUM CHARGE OF \$50 ON THE CREDIT CARD OF THE RESPONSIBLE PARTY.**

On Arrival	Task	On Departure
	All counters and table surfaces wiped clean	
	Dishes, cookware, and utensils cleaned and put away	
	All floors swept (and vacuumed—Lockhouse 6/10 only)	
	Furniture returned to its original location	
	All bed covers carefully replaced	
	All trash and garbage collected and removed from the lockhouse	
	All personal items, food, beverages, and supplies removed from the lockhouse	
	Ashes extinguished in fire ring and stove (if appropriate), stove swept clean, and ashes properly disposed	
	Adequate supply of firewood restocked	
	All electrical switches and appliances turned off	
	Thermostats set at 50 degrees upon departure in winter and 80 degrees in summer (Lockhouses 6, 10 and 49 only)	
	All shutters, windows, screens and doors closed from the inside and locked	
	Entrance door locked	
	Door key returned to lock box and lock box secured	
	Called 301-396-3033 to report any items at the lockhouse that need attention before the next visitor	

Problems, Comments and Suggestions:

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Name

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Signature

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Contact telephone number

Email address

Please return this form upon the completion of your visit to:  
 C&O Canal Trust, 1850 Dual Highway, Ste. 100, Hagerstown, MD 21740  
 Or scan and email to [CQ@canaltrust.org](mailto:CQ@canaltrust.org)

**Thank you!** C&O Canal Trust