

# Canal Quarters

## Arrival/Departure Review

**For reference only, please do not fill out!**

**Upon arrival**, Ensure the previous guest and/or cleaning service has completed the following tasks in a satisfactory manner. **On departure**, please complete the following tasks to ensure a safe and pleasant experience for the next lockhouse guest.

**Guests are responsible for leaving the lockhouse tidy and trash free before departure. Please use this checklist to review key details.** FAILURE TO LEAVE THE LOCKHOUSE IN A TIDY AND LIVABLE CONDITION MAY RESULT IN AN ADDITIONAL CHARGE ON YOUR CREDIT CARD.

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### **Tasks (will vary between full and rustic amenity houses):**

- ❖ Dishes, cookware, and utensils cleaned and put away.
- ❖ Thermostats reset as applicable - 75 degrees in summer and 60 degrees in winter.
- ❖ All counters, kitchen sink, stove/oven and table surfaces wiped clean of any residue left by your group.
- ❖ Floors swept clean of dirt or detritus.
- ❖ Furniture returned to its original location, if moved.
- ❖ All decorative blankets/quilts neatly placed on beds.
- ❖ All trash collected and removed from the lockhouse. Trash must be taken with you and disposed of outside the park (NPS policy).
- ❖ All personal items, food, beverages, and supplies removed from the lockhouse. *Look behind beds, in closets, in the bathroom, the fridge, and the yard!*
- ❖ Ashes extinguished and fire rings swept clean. Cold ashes may be shoveled into the woods out of sight. Food cleaned from fire grates, if used.
- ❖ All lights and appliances turned off, except for exterior lights marked "leave on."
- ❖ All shutters, windows, screens, and doors closed from the inside and locked, and window curtains closed. Front door is secure and locked.
- ❖ House key returned to the lockbox. Please make sure the box is closed and locked all the way. LOST KEYS WILL RESULT IN AN ADDITIONAL FEE.
- ❖ For issues needing attention before the next guest's arrival please call: (240) 202-2625 x190

**Have any feedback? We would love to hear about your experience! Scan the QR Code below, or navigate to the following website: <https://form.jotform.com/240795901638162>**

