

Canal Quarters

Arrival/Departure Checklist



Lockhouse # _____

Date & Time of Arrival: _____

Date & Time of Departure: _____

Canal Quarters lockhouses use a professional cleaning service to wipe down high-touch surfaces and for Lockhouses 6, 10, 21, and 49 only. Guests are still responsible for cleaning the lockhouse and completing this checklist before departure. Be sure to leave sufficient time to get it all done. FAILURE TO LEAVE THE LOCKHOUSE IN CLEAN CONDITION MAY RESULT IN A MINIMUM CHARGE OF \$50 ON YOUR CREDIT CARD.

Please note that some tasks do not apply to all lockhouses.

On Arrival	Task	On Departure
	Dishes, cookware, and utensils cleaned and put away.	
	All counters, kitchen sink, stove/oven and table surfaces wiped clean of any residue left by your group.	
	Floors swept and/or vacuumed clean of dirt or detritus.	
	Furniture returned to its original location, if moved by you.	
	All quilts (intended for display only) carefully put back into place.	
	All trash collected and removed from the lockhouse. It must be taken with you and disposed of outside the park (NPS policy).	
	All personal items, food, beverages, and supplies removed from the lockhouse. <i>Look behind beds, in closets, in the bathroom, the fridge, and the yard!</i>	
	Ashes extinguished and fire rings swept clean. <u>Cold</u> 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."	
	Thermostats reset as applicable - 80 degrees in summer and 50 degrees in winter.	
	All shutters, windows, screens, and doors closed from the inside and locked, and window curtains closed. Front door secured and locked.	
	House key returned to lockbox. Please make sure the box is closed and locked all the way.	
	Please call (240) 202-2625 x190 with any issues needing attention before the next guest.	

Problems, Comments, and Suggestions:

Name **Signature** **Date**

Please return this form to cq@canaltrust.org after you've completed the list. A clear photo of the form is fine. Thank you for staying with Canal Quarters!

