

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 cleaning the lockhouse and completing this checklist before departure. Be sure to leave sufficient time to complete all tasks. **FAILURE TO LEAVE THE LOCKHOUSE IN CLEAN CONDITION MAY RESULT IN A MINIMUM CHARGE OF \$50 ON YOUR CREDIT CARD.**

Tasks:

- ❖ Dishes, cookware, and utensils cleaned and put away.
- ❖ Thermostats reset as applicable - 80 degrees in summer and 50 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 quilts (intended for display only) carefully put back into place.
- ❖ 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.
- ❖ 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>

