

FINAL CHECKOUT

- All cleaning assignments completed.
- Thermostat in *each room* and each hallway turned OFF, except bathrooms and utility room which should be set at 40 degrees to prevent pipes from freezing in the wintertime.
- In the new addition bathroom, leave the wall heater on #1 and in the powder room, leave the space heater on the lowest setting.
- Water heater* and *well pump* circuit breakers in utility room turned OFF. They are flagged with red.
- All windows closed and locked.
- All 6 doors locked, night latch on walkouts.
- All lights turned OFF.
- Replace the key – the next people rely on it being there.
- All trash taken (*from outside cans also*) **THERE IS NO TRASH PICK-UP!** Take it home or put it in the dumpster at Detrick. (Turn right on Rt. 678, go about 3 miles and turn right at Rt. 758 at the new post office. Dumpster is 1/8 of a mile on the left, after the telephone company building.)
- Put chain up across the driveway at the county road
- Please return this *sheet*, to Hayes within 2 days.

Name of group _____

Person responsible _____ Phone _____ email _____

Dates used _____ No. in group _____

Was the house clean and in good order when you arrived? _____ If not, please give details.

Repairs needed, (Please note even small ones as they get bigger quickly.) _____

Other comments:

Thank you,

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