

TAHOE CITY CABIN
Tjader House

DEPARTURE CHECK-LIST

Check out time is 11:00 AM

In order to keep housekeeping fees as low as possible, the check-out procedure includes the guest stripping bed linens; loading and running the dishwasher; restocking firewood; cleaning the BBQ grill; and taking out the garbage.

- Load dirty dishes into dishwasher.* Run dishwasher.* (Add Soap, push "Smart Wash", close door, push "Start".) Housekeeping will unload it.

- Strip sheets and pillow cases from the beds you used.* (If a bed was not used, leave it made up.)
- Put all used towels on the floor of the downstairs bathroom. Leave unused towels on the rails or shelves.

- Replenish inside firewood supply (if you used any) from stacks under the deck.*

- Clean the barbecue cooking grill.* (You don't have to clean the ashes, etc. But do clean the top cooking grill.)

- Lower the umbrella. (N/A in winter.)

- Remove perishable food. (Bear-bait.)

- Take kitchen trash and recycling to trash shed at driveway.* (This is important as it may be a day or two before housekeeping arrives and garbage in the house is bear-bait.)

- Secure trash can shed door. Check that upper and lower pins in the right door have engaged to the frame. Turn black lever on handle to lock the latch.

- Check CD, DVD, cassette and video players for your property. Check dresser drawers and under beds for your property.

- Return gate cards to hallway and extra key(s) to House Information binder.*

- Close and lock windows and doors. - Lower and close blinds.

- Reduce downstairs thermostat to **50 degrees**. Turn upstairs thermostat to **"Off"**.

- Turn off (shut down) computer, monitor and speakers.

- Turn off all lights. - Be sure ceiling fans are off (and stopped).

- Return key to Gary Tjader. (Envelope provided.)

* **A charge of \$10.00** each will be assessed to the security deposit for each item not done.
Lost gate cards are charged \$100.00 each. Keys are \$5.00

If you had a dog, vacuum excessive dog hair to avoid additional charges. 1-25-09