

# Checkout Sheet

Check out time is no later than **11 AM** *Late check-out will result in a \$50 late fee for each room reserved that is not cleared by check out time. At 1 PM, we will remove any remaining belongings.*

**Before you check out, complete all the tasks on the checklist below. Failure to complete *all tasks* will result in a \$50 cleaning fee for each room reserved and for any additional spaces that must be cleaned.**

- \_\_\_\_\_ Remove all your personal items.
- \_\_\_\_\_ Take trash and recycling to the Johnson Garage.
- \_\_\_\_\_ Pull mattress covers and other station bedding off any of the beds that were slept in and put them in the canvas bag in the Johnson garage.
- \_\_\_\_\_ Put all used dishrags and dishcloths in the canvas bag in the Johnson garage.
- \_\_\_\_\_ Thoroughly clean toilets, sinks, tubs & showers.
- \_\_\_\_\_ Wipe down counters.
- \_\_\_\_\_ Sweep floor.
- \_\_\_\_\_ Remove all your items from the refrigerator and wipe it down. Do not leave any food.
- \_\_\_\_\_ Sign this sheet and leave it on the check in table at Johnson.
- \_\_\_\_\_ Please let us know if there are any issues with where you were staying (Lightbulbs out, slow-draining sinks, leaks, mice, etc).

\_\_\_\_\_  
\_\_\_\_\_

**If you have any bear spray you no longer need and would like to donate for other researchers to use, please leave it on the table outside Johnson with your checkout sheet. Thank you!**

## TO BE SIGNED BY GROUP LEADER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

### This section to be filled out by staff

All items on checklist completed? Yes \_\_\_\_\_ No \_\_\_\_\_

Check Out Date \_\_\_\_\_

Staff Name \_\_\_\_\_

Notes \_\_\_\_\_