

DWIGHT LYDELL CHAPTER - CONSERVATION CENTER
USE AND CLOSE-UP CHECKLIST

➤ LODGE USE

- The lodge must be clean/cleaned when leaving.
 - Kitchen: including washing dishes, putting used items away, taking out garbage/trash, cleaning counters and surfaces, and mopping the floor of spilled materials if needed.
 - Bathroom: cleaning afterward of any messes that maybe present.
 - Hallway clearing items and materials left in the hallway.
 - Meeting room: put away extra tables, chairs, food or other use items,
 - Vacuum the floors.
- Doors must be locked when leaving,
 - including the deadbolt locks on the front door
 - including the deadbolt lock for the rear door to the kitchen.
 - make sure the double doors on the side of the building are closed and locked.
- Windows must be closed and locked.
- All lights must be turned off.
- The water heater, if turned on, must be turned off.
- The thermostat, if adjusted, must be returned to its normal position (50 degrees).

➤ PREMISE/OUTSIDE GROUNDS

- Put all IKES equipment back into the garage or other storage area.
- Do not leave canoes or kayaks on the pond or adjacent to the pond.
- Pick up and dispose of trash in the containers provided, or take them out with you.
- Please look around for items that you or your guests may have left behind.

➤ LOCK THE ENTRANCE GATE WHEN YOU LEAVE.

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➤ RETURN THE GATE KEY, IF BORROWED, TO THE PROPERTY MANAGER OR BOARD MEMBER.