



CHECKLIST FOR GUESTS AT WIND-IN-THE-PINES OLD LODGE

8059;1200GW

Your deposit will be returned when this form is completed, signed by the site host and returned to the Service Center. Please check off each item as the troop does the task before leaving the lodge.

Troop Number _____ Date _____ Adult responsible _____

ITEM OR TASK	AT CHECK-IN	AT CHECK-OUT
Kitchen sink washed, wiped dry		
Kitchen shelves and counters empty and wiped clean		
Kitchen refrigerator emptied, cleaned and shut off		
Front Room woodpile replenished		
Front Room mattresses piled neatly		
Front Room tables cleaned, wiped dry, placed 2 on either side of room		
Front Room chairs placed neatly around tables		
Fireplace cold, dead ashes put in trash bags in dumpster		
Front Room thermostats turned to 68 degrees upon arrival and 55 at check-out		
Front Room water bucket emptied and turned upside down		
Bathrooms cleaned, swept, trash removed		
Bathroom toilet paper replaced		
Telephone all calls were made collect or via third party		
Floors swept and washed, if necessary		
Cars left in parking area		
Trash and garbage put in dumpster; trash can liner put in		
Windows closed		
Maintenance and repairs needed:		
Arrival and departure were at the arranged times	Yes	No
Number of girls	Number of adults	Number of tagalongs
CHECK-OUT SIGNATURE OF ADULT RESPONSIBLE FOR TROOP		
CHECK-OUT SIGNATURE OF SITE HOST		
Comments:		