

SWAIM LODGE CHECK LIST

THE LODGE WILL BE CHECKED AFTER YOU LEAVE BY A CITY EMPLOYEE. ANY DAMAGE WILL BE DOCUMENTED AND ON FILE AT CITY HALL BY THE NEXT BUSINESS DAY. BEFORE YOU LEAVE, PLEASE CHECK THE FOLLOWING:

- _____ Clean tables and chairs and place them in the same location as they were found.
- _____ Vacuum all carpeted floors
- _____ Remove all trash and garbage from the building, including kitchen and restrooms. The dumpster is located in the front of the tool shed building near the Zig Zag Road parking lot.
- _____ Place aluminum cans and plastic bottles in the Recycle containers. If the liner is full, please remove plastic bag from container and place the bag outside the front entrance of the lodge.
- _____ Turn out all lights including those in the restrooms.
- _____ Check the thermostat and make sure it is set at the following setting:
 - Winter heat (60 degrees)
 - Summer cooling (80 degrees).
- _____ Remove all food, drinks, bags of ice and other items from the refrigerator and cabinets, clean out the microwave and wipe countertops in the kitchen.
- _____ Do not use tape, staples, pins, etc. that will damage the paint on the walls.
- _____ Check all doors to be sure that they are locked, including sliding doors.
- _____ Return key to City Hall by the end of the next business day. You may drop the key through the mail slot in the front door at anytime if you are unable to return it during business hours. Be sure the key tag showing the number is attached to the key.
- _____ Please make a note on the key return envelope if any tables, chairs or other equipment needs repair or replacement.

PLEASE REFER TO THE RULES AND REGULATIONS TO FIND THE FEES WHICH WILL BE ASSESSED FOR ANY VIOLATIONS.