

# CAMP POLLOCK RENTER CHECK-OUT CLEANING:

- Décor removed from buildings, posts and property
- Kitchen clean and free of trash, food, prep items. Refrigerator/freezer empty and clean
- All personal belongings removed from the property
- All walkways and parking lot free of trash and debris
- Courtyard free of debris and trash, including picnic tables
- Grass area clean of all trash and debris
- Courtyard picnic tables moved back to original rows (8' tables in courtyard, 6' wooden on rear pad)
- Plastic Tables in lodge wiped down and put away neatly in the kitchen
- Plastic Chairs neatly stacked on the rolling carts in the lodge kitchen
- All coal and debris removed from Lodge fireplace
- Any smudges on windows and doors, interior and exterior, wiped off
- All garbage cans emptied (lodge, bathrooms, courtyard) and new bags inserted
- All garbage removed from the property**
- Restrooms wiped down (toilet seats, urinal, mirrors, sinks) and floors mopped
- Any rented addons (heaters, lawn games, fire pit, etc) safely stored in the lodge
- Windows closed and locked, and all doors secured (including foot locks & deadbolts in Lodge)
- Lodge and Kitchen floors swept with large broom
- Lodge and Kitchen floors **mopped** (yellow bucket with hot water and small amount of soap)
- Kitchen counters and sink clean, cleaning supplies returned to the storage closet
- AC/Heater thermostat, lights and fans all turned off
- Directional signage removed from frontage road
- Keys returned to lockbox by the end of reservation time. Front gate locked for after sunset rentals
- Note any facility repairs needed in notes below or text 916-792-4368

SVC is not responsible for personal items left on the property. Failure to complete the cleaning requirements (including wet mopping) or leaving any items (personal, trash, or otherwise) on the property will result in the loss of deposit. \$200 minimum deduction.

Renter Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

SVC Staff Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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