

Leave No Trace

Please use the following checklist to help verify the guest-worthiness of the Lodge.

Current Host is: **Dates:**

Preceding Host was:Following Host will be:(see Trails) ph

Doors and Locks. Did the Key work okay? /.../ Did you use/find/replace the “Shed” key? /.../
All doors and windows locked when you arrived? /../ When you left? /.../

Entry Vestibule. Clear of clutter, vacuumed and snow-toys placed onto the shelf in the basement? /.../

Woodstoves. In good condition – not too much ash? /.../ Did you follow ash-disposal instructions? /.../
BOTH Woodboxes re-filled with mix of kindling and larger firewood? /.../ All heat transfer fans turned off (entry vestibule and 2nd floor closet)? /.../

Great Room. Carpet and Stove-floor picked-up then vacuumed (even beneath the couches)? /.../
Windows washed? /.../ Wastebaskets emptied? /.../ Host-desk-area spiffed? /.../
Did you mouse-trap? /.../

Dining Room. Windows, ‘Fridge, Coffee-maker and Floor really clean? /.../ Benches stacked? /.../
Cardboard boxes recycled to dumpster /.../ Mouse-trap? /.../

Kitchen. Oven/griddle off? /.../ Floor mopped and spotless? /.../ All Garbage into the dumpster? /.../
Dishwashing areas all clean? /.../ Floor-drain-box beneath prep sink cleaned? /.../ Pots, pans, utensils cleaned and replaced? /.../ Prep counters spotless? /.../ Range de-greased and oven-cleaned; even the left-of-griddle grease-catcher? /.../ ‘Fridges cleaned and all left-overs dumped? /.../ Pantry-stuff date-marked? /.../ Dry-boxes cleared of stale/perishable breads, chips, cereals, etc.? /.../ Vestibule floor mopped, uncluttered, washing-machine empty and clean? /.../ Cardboard boxes broken-down and to dumpster? /.../ Dishtowels, hot-pads and aprons laundered and out-to-dry? /.../ Mouse-traps deactivated in the kitchen and pantry? /.../ Did you call Following Host about Inventory and paper needs? /.../

Dorms and Roomettes. Bedspreads and pillow-shams in-place and tidy? /.../ Carpet vacuumed, even under the beds? /.../ Windows clean? /.../ Lost-n-found items tagged? /.../ Wastebaskets emptied? /.../ Lightbulbs checked? (bulbs are in Host cabinet) /.../

Vacuum cleaners. Were any broken? /.../ Bags not too full, belts not broken? /.../

Bathrooms. Showers/sinks turned off? /.../ Sinks, showers and toilets cleaned and not leaking (call Trustee*, ASAP if repairs needed) /.../ Floors mopped and spotless? /.../ Shower-curtains and floor mats laundered and replaced /.../ Lightbulbs working? /.../ Floor thermostat turned down to 42? /.../

Outside: Dumpster - Serviceable and bear-proof ? /.../ **BBQ** – Clean? /.../ Extra Tank Full? /.../

Overall. Did you find and leave Echo Lodge in the “Leave No Trace” manner? /.../ Does anything need repair/service/replacement? (use Remarks or call trustee*) /.../ Did you stop and listen to ensure that toilets/sinks were not on-running or leaking?

Remarks:.....
When you get home, be sure to send this check sheet back with your paperwork

*Trustees to call: Bob Henry (707-217-7601) or Nick Gregoratos (510-919-6883)

