

RMBL CHECK-OUT PROCEDURES

Upon completion, please give this sheet to Dave or Sarah in the Weese Office.

Please complete the following steps as you plan to leave RMBL. If you fail to follow these procedures and neglect to turn in this form at the office before you depart you will be charged a \$50 cleaning fee.

1. Make an Appointment to pay your bill:

At least two days in advance of your departure notify the Business office so billy barr has time to prepare your bill. At this time, make an appointment to pay your bill before you depart. Charges may include: photocopying, store charges, guests, phone fees, cleaning charges for not passing inspection and any other unpaid bills. You may be able to pay off your summer bill using a credit card in the store. There is a 3% charge for paying off your bill with a credit card; this payment method must be cleared by billy.

2. Make an Appointment for a Cabin Inspection:

At least two days before you leave, deliver this form to the office indicating below a date/time after which you'd like your cabin inspection to occur. Inspectors include work crew and office staff. If you are living in RMBL housing, you must clean your cabin and have it inspected before you leave.

If you have roommates residing in the cabin, you must communicate with them about what common areas and tasks you are responsible for cleaning and which areas and tasks they will do. When you check out the cabin needs to be clean. If you are uncomfortable discussing this with your roommates or have difficulty resolving these matters, please talk to the operations manager.

If your cabin is clean and undamaged, an inspector will sign this Check-Out form. The signed form will then be returned to the Office to clear your bill. The entire cabin will be inspected.

3. Cleaning Checklist:

The following items are guidelines to consider in anticipation of your checkout inspection. At a minimum you must take care of the following to pass inspection:

- Fire extinguisher: present
- Smoke alarm: operational
- Refrigerator: clean and empty of food, crumbs, spills
- Stove: cooking area and dishes clean
- Woodstove: empty of ashes, sweep area; ashes should be thrown in a dumpster
- Floor: cleaned (all swept, mopped and/or vacuumed); vacuum is available in the office for rugs
- Outhouse/bathroom: clean, swept, trash removed
- Trash: removed from inside and outside of cabin and deposited in dumpster
- Recycling: removed from inside and outside of cabin and sorted into proper bins

Your Name: _____ Cabin: _____ Date: _____

The location of your personal space (up, down, east, west, etc):

Requested Cabin Inspection Date/Time: _____

Inspector Comments:

- OK clean
- NOT OK

Inspector's signature: _____

Date: _____

Resident's signature: _____

Date: _____