



Quiltville Inn Retreat

Check Out Procedures -

It is your responsibility to:

1. At the end of your stay, remove the sheets and pillowcases from each bed that have been occupied. Place sheets inside pillowcase and place in designated baskets in hall alcove at bottom of front stairs. Do not remove the mattress or pillow protectors, blankets, pillows and bedspreads unless soiled.
2. Place all towels, hand towels, turban towels and washcloths in the downstairs designated baskets. Baskets are labeled for sorting.
3. Collect ALL garbage throughout the retreat and place it in large trash receptacles outside the garage/shop. Kitchen trash bags are found under the kitchen sink. Bathroom trash liners are found under bathroom sinks. All trash must be bagged with bags tied. No loose trash in outside receptacles.
4. Please do not leave dirty dishes in the sink or on the counter. Pots and pans are to be washed and put away and the dishwasher is loaded and washed prior to your departure. (We will unload it for you!! – Just turn it on and leave the rest to us!) Dishwasher tablets are under the sink. Leave all used kitchen towels, washcloths, hot pads in the designated hallway baskets.
5. If you spilled in the fridge or spattered in the microwave – wipe it up! Before throwing good food away, ask if it is okay to leave it. Condiments in original containers may be left for the next group.
6. **Please wipe down the sewing tables as each guest packs up. (Cleaning supplies are stored in the back-entry closet.) Ensure that the floor around your sewing area is free of scraps, thread, pins, needles and other debris.**
7. Turn off lights, ceiling fans and other electronics.
8. Please return sewing tools, rulers, irons, books and other items to their original storage location. *****This will be very helpful as we do conduct post visit inventories.**
9. Close and lock the windows and doors. Place key in the porch lock box by the kitchen door and ensure that it is secure.
10. Please sign our guestbook!
11. Please depart by the 3:00 pm check out time on the last day of the rental period. (Noon on Tuesday if you are staying Monday night.)

Thank You! We look forward to your next stay at Quiltville Inn Retreat!

Bonnie & Dave Hunter, Quiltville.com