



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 has been occupied. Place sheets inside pillowcase. Do not remove the mattress or pillow protectors or pillows unless soiled.
2. Laundry baskets are labeled for sorting and are placed in the alcove behind the front stairs. Place sheet sets, white cotton blankets, bath towels, hand towels, turban towels and washcloths, kitchen towels, dishcloths, hot pads and aprons in the designated hallway baskets.
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
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. If anything has broken during your stay, please let us know.
7. **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.**
8. **Place the floor mats on each side of the room flat upon the tables closest to the fireplaces. Do not roll.**
9. Turn off lights, ceiling fans and other electronics.
10. Please return sewing tools, rulers, irons, books and other items to their original storage location. This includes bedside table items and other things you may have moved throughout the retreat. This will be very helpful as we do conduct post visit inventories.
11. Close and lock the windows and doors. Hold down the lock button on the kitchen door key pad and ensure that it is secure.
12. Please sign our guestbook!
13. Please depart by the 11:00 am check out time on the last day of the rental period.
14. Thank You! We look forward to your next stay at Quiltville Inn Retreat!

Bonnie & Dave Hunter, Quiltville.com