



Check Out Procedures

Group Name:

Dates at Facility:

To maintain high quality facilities, all visitors are responsible to return the facility to a clean state before leaving. Failure to do so could prevent GC from returning the visiting group's deposit. This form is available online at the Goshen College Marine Biology website. Please download, fill it out, and email to Sandy Slabaugh, sandys@goshen.edu upon leaving.

PLEASE MAKE SURE YOUR GROUP DOES THE FOLLOWING BEFORE LEAVING.

Lab and Research Equipment

- WASH all buckets, nets, and gear with fresh water and let dry before returning to location where you borrowed them.
- SWEEP lab area in basement.
- WIPE DOWN all tables and bench tops with fresh water in lab area on first floor.
- CLEAN OUT water tables and tanks on north porch and turn off system.
- WASH down kayak, kayak seats, life vests, and paddles with fresh water and lock kayak to diving deck. Life-vests, kayak seats, and paddles should be stored inside the lab.

Upstairs Living Space

- SWEEP and DRY-MOP Pergo floor in bedrooms with **special laminate floor cleaner** (*see cleaning instructions sheet*). Please do not wet-mop the Pergo floors!
- SWEEP and WET-MOP all tile floors in kitchen, dining area, and bathrooms. Please do not wet-mop the Pergo floors!
- WIPE INSIDE & OUTSIDE of refrigerator and stovetop and microwave. Clean stovetop with glass stove-top cleaner (found beneath the sinks). Remove all food from refrigerator and leave running.
- CLEAN showers, stools, sinks, and counters in bathroom using cleaning supplies beneath the counters in bathrooms.
- EMPTY all wastebaskets into trash bags, put in trashcans, and re-line wastebaskets. (Note: Trash pick-up is Monday and Thursday mornings at 6:00 a.m. Recycling is only on Thursdays at 6:00 a.m.) Take cans to street and put away following trash pick-up. If you place trash at the curb the evening before, it **MUST** be in containers with lids that can be secured.
- ORGANIZE books and magazines left on coffee table.
- WIPE OFF tables and chairs in dining area and re-stack chairs as required.
- CLOSE all windows and vertical blinds. Be sure that **NO personal items are left** (including towels, shoes, toiletries etc. We are not able to accept your donations!)

- TURN OFF all lights and air conditioners.
- TURN OFF WATER MAIN gate valve located on the north porch
- RECORD water usage during your visit. The gauge is located on the north porch directly above the main water valve. Write the final water reading here:

Beginning	Ending
Persons in group	Water use per capita
- LOCK ALL doors, leave keys on the table, and call caretaker (Skip Haring) 305-664-4746 to inform him you are leaving.

Please respond to the following questions:

How many persons stayed at the facility during your trip?

What natural history highlights/sightings would your group report?

Are there any maintenance issues that we should be aware of?

What comments or suggestions do you have for the management of our shared facility?

We look forward to your next visit!

Please send this form to Sandy Slabaugh, Department of Biological Sciences, Goshen College
sandys@goshen.edu.