

Butterhill Departure Checklist

Laundry

Wash all sheets, towels, and kitchen towels. If you are unable to complete laundry, make arrangements with someone. Turn off water to washing machine.

Bedrooms

Remake beds with clean sheets, vacuum (under beds!), remove trash, close windows (do not lock) and lower shades ¼ down. Make sure there is one fan in each bedroom.

Bathrooms

Shake out rugs and vacuum room. Clean shower/tub, toilet and sink thoroughly. Replace towels, toilet paper, tissues and hand soap, as needed.

Kitchen

- Shake out rugs and vacuum room.
- Wipe out fridge, clean stove top, wash coffee makers, clean out crumbs from toaster, and clean sink with cleanser friendly to septic system.
- Return clean dishes to the appropriate shelf or drawer.
- Remove perishable food from refrigerators and cupboard, either taking it with you or disposing of it, unless you have made arrangements with the next people to come.
- Make sure all kitchen drawers and cupboard doors are tightly closed.

Other areas of heavy use: sunroom, dining room and back hall

Vacuum and return furniture to its usual location. Pick up/put away any puzzles, games, cards or other items used.

Back Porch

Sweep back porch. If no one is expected after you, push porch furniture towards the house.

Fireplaces and Wood Boxes

If ashes need to be emptied, use metal bucket in garage and dump in the back yard fire pit. Make sure screens are up in front of fireplaces. Flues may be left open. Fill wood boxes.

Grill

Put grill on laundry porch and make sure grill cover is on. Replace propane if the tank is low.

Supplies

Replenish any supplies that you used from the laundry room shelves.

Trash

- Empty all waste baskets/trash cans in the house. Replace plastic bags, if removed.
- Take trash (using approved purple trash bags) and recyclables to the dump and rinse out recycle buckets. If you are unable to do this, make arrangements with someone.
- If you use the last purple trash bags, let Mary know. Partners will purchase a new roll.

Garage

Sweep garage floor and return any items used (e.g., tools and toys) to their appropriate location.

Doors

- Close the doors between (1) the ell and the pass-through room and (2) kitchen and back hall.
- Lock front and back porch doors, outside kitchen door, and garage doors. Do not latch screen doors!

Thank you for leaving Butterhill better than you found it!