

EXHIBIT "E-1"

WALKER HOUSE CHECKLIST

Event: _____

Date of Event: _____

- _____ 1. Sweep floors.
- _____ 2. Mop floors, using mop and products provided in the kitchen. Leave floors dry, with no standing water.
- _____ 3. Take out trash and dispose of properly, and replace trash liners.
- _____ 4. Wipe down kitchen areas and leave orderly.
- _____ 5. Leave bathrooms orderly.
- _____ 6. Return furniture to proper places.
- _____ 7. Return thermostat to original settings: Nov.-Feb. 68° and summer March-Oct. 82°.
- _____ 8. All windows are to remain closed and locked. ***Please note: Failure to leave all windows closed and locked could result in forfeiture of deposit.***
- _____ 9.. Lock all doors (see instructions below). ***Do not*** open the double doors in the "Terrace Room". ***Please note: Failure to leave doors closed and locked could result in forfeiture of deposit.***
- _____ 10. Return key and checklist in the drop box at the Block House Creek Information Center.

Instructions for Locking Doors: After closing door, pull up on handle to secure locking mechanism. Lower the handle and then lock with the key. Please double-check to make sure all doors are locked.

I have read and agree to comply with the above requirements and instructions.

Signature: _____ Date: _____

Printed Name: _____

Comments:

Checked by: _____ Date: _____