



CLUBHOUSE CHECK-IN/CHECKOUT PROCEDURE

Malvern Club, Inc.

905 Malvern Drive

Madison, VA 22727

<http://malvernofmadison.org/>

Arrival Checklist

Check-in Time: 1:00 p.m.

- Either the day before or on the first day of your stay, call Fred to get the code to the front door lock. You'll need that to get in. He will advise you of any known current problems with the Clubhouse. Fred's number is (703) 405-9621.
- To open the front door, push the top button on the code box. The keypad will light up blue. Punch in your code and turn the knob to the right. The door should open. If it doesn't, try again. If it still doesn't open, call Fred. To lock the door, push the top button on the code box again and turn the handle to the left. The door will lock. Push the top button. If the keypad turns blue, then it worked, and the door should be locked. Check to make sure.
- Place the "CLUBHOUSE IN USE" sign in the slot on the exterior of the front door. The sign is in drawer of the table in the entrance hall.
- During your stay, be sure to lock all sliding doors and the front door, while the Clubhouse will be empty. Do not leave the Clubhouse unlocked while you are gone. That includes the time you are at the pool or on or at the lake.
- Do an inspection of all rooms in the Clubhouse when you first get there. If you see anything damaged or that needs to be corrected for your stay, notify Fred so he can come inspect the damage. We will correct any problems immediately if we can. If it is a known problem that is already being worked on (e.g., bathroom fixture) Fred will tell you.
- Note that the pillows on the beds and the bedspreads are decorative; they are not for sleeping. You need to bring your own sheets, pillows, and blankets with you if you want to use the beds. The bedspreads and mattress covers should be in good condition when you arrive. If there is a problem, notify Fred when you check in. If they are damaged or soiled at the end of your stay, we will have them cleaned, repaired, or replaced and charge you accordingly.

Departure Checklist

Checkout Time: 11:00 a.m.

- Before you check out, call Fred Bourque, the Clubhouse Reservations Coordinator, if you notice any problems that need attention (dead electrical outlet, burned out light bulb, running toilet, anything not working, etc.). Or you can just leave a note on the kitchen counter telling us what needs fixing. We appreciate that.
- It's your responsibility to remove all food and beverages you brought with you. Don't leave anything of yours in the refrigerator (e.g., bags of ice, unopened sodas or juices, bottles of water, mustard, mayonnaise, ketchup). Any food left in the refrigerator will have to be thrown out anyway, so please take it with you.
- It's your responsibility to leave all appliances clean. This includes the oven, which is self-cleaning but must be activated. Oven cleaning instructions are in the cabinet above the stove. If you didn't use the oven, don't worry about it.
- Be sure the oven is turned off before you leave.
- Make sure the dishes, silverware, glassware, and cooking utensils are washed and put away in the kitchen cabinets. Do not leave anything in the sinks or on the counters.
- Check the dishwasher to make sure it is empty.
- Wipe off all tables and countertops.
- Please sweep up in each room. There's a broom and dustpan in the main hall closet. Other cleaning materials are under the kitchen sink.
- Empty all Clubhouse trashcans. Replace all trash liners (at the bottom of each trashcan). Take your trash with you.
- Place the bedspreads and pillows back on the beds.
- Lock all sliding doors and windows before you leave.
- Set the thermostat back to 78° in the summer and 68° the rest of the year. The System should be set on Cool during May through September and Heat the rest of the year. Be sure the System is not set on EmHeat (that's emergency heat and it's very expensive).
- Lock the front door as you leave. Push the top button on the code box and turn the handle to the left. Check to make sure it locked. Push the top button again. If the keypad turns blue, then it worked, and the door is locked. You're good to go.