

Gresham Getaway Cabin Checklist

Opening the Cabin

1. Be sure to register at the small registry station on the way into the subdivision.
2. Turn the furnace up if desired. We usually turn up to 60 degrees and then build a good fire.
3. Turn on pump. Switch is above and to the right of the refrigerator. Pressure will build quickly.
4. Turn on water heater switch next to pump switch.
5. Build a fire if desired. Clean out the stove and place ashes in the metal bucket just outside.

While at the Cabin

1. Do not burn trash in the wood stove.
2. If ash bucket is full, place cool ashes in trash bag and dispose properly. **DO NOT PLACE HOT ASHES IN TRASH BAG.**
3. A few tips for starting a good fire:
 - If furnace is running, shut the door and curtain between the family room and the balance of the cabin.
 - Open the back door just a little as you build the fire.
 - Place a piece of paper up the flue inside the stove just a little and light this first. It will create the draw to keep smoke out of the cabin
 - If you are unsure about your fire starting abilities, pick up some fire starters before you come up.
4. The small white fan on the firewood stack in the cabin can be placed on the floor between the firewood and the stove to blow the heat away from the corner. If not running, make sure you put on top of firewood so it doesn't melt.
5. Igniter on the gas grill does not work so use fireplace starter. There is a spare propane bottle in the shed if you run out.
6. Key to shed is on key ring to right of family room door near ski rack.
7. There is card table under the futon and chairs in the closet if you need them.
8. Feel free to poke around in closets and drawers to find what you need.
9. Phone number at the cabin is 719-486-1174. There is a phone card for long-distance emergency calls.
10. There is a notebook in entertainment center entitled "Operations Manual" that has much information on things to do in the area. There are several books describing hiking and 4WD trails and local car trips.
11. Feel free to use any of the food on the shelves. Just restock or repurchase and deliver to us when you bring the key back.
12. Call us if you have any questions. Home number is 303-233-7499. Bob's cell phone number is 303-638-9637.
13. Enjoy!

Closing the Cabin

1. Turn water heater off (switch by refrigerator).
2. Wash all dishes and put away. Wipe down counters and sinks.
3. Turn off and unplug coffee maker (if used).
4. Clean bathroom(s).
5. Turn off pump (switch by refrigerator). Flush both toilets (takes pressure off the lines).
6. Sign guest book.
7. List items needed at cabin (TP, light bulbs, etc.) on back of this sheet.
8. Do something to leave cabin better than you found it.
9. Restock the indoor firewood supply (if used).
10. Lock door from family room to outside.
11. Collect trash and take home with you. Place new bag in trash compactor.
12. Vacuum. Do not vacuum the throw rugs; shake them out.
13. Close curtain above stereo and close the door to family room.
14. Turn furnace down to 50 degrees.
15. Leave bathroom and master bedroom doors open.
16. Close guest room heat register and door.
17. Close windows and window shades. Turn off all lights.
18. Lock front door.
19. If you had any problems, or notice anything unusual, please let us know as soon as possible.

Name: _____