

**BEFORE YOU LEAVE: CHECKLISTS**

Thank you for staying at the Highlands Biological Station. We hope you enjoyed your stay. Please let us know if you noticed any problems with the facilities while you were here (light bulbs that we need to change, an especially slow internet connection, slow-draining shower, etc.). We appreciate your help to maintain the facilities. As always, the mentality “leave it better than you found it” will allow us to continue to offer quality equipment and facilities to visiting researchers, students, classes and instructors. Your experience is very important to us and we value your feedback. Thank you for your help! *Don't forget to return keys (in their original envelope) to the drop-off box in front of the administration building.*

Bears and Other Wildlife:

Raccoons are cunning, and bears have learned to open our doors, break into locked vehicles, lift the dumpster lid, and get into buildings through the windows. We need your help to make sure we avoid any incidents with wildlife (for our safety and theirs as well). Lock everything and put all trash into the dumpster. Thank you!

Please follow the checklists below for the facilities that you used during your stay:

ALL FACILITIES

- **Lock all doors**
- **Take out trash (put in the dumpster by the Maintenance Shop, 265 N. 6th St., and close the lid or wildlife will have a messy feast!)**
- **Turn off all lights**
- **Leave the thermostat within a reasonable temperature range (58° - 68° F)**
- **Close and lock windows**
- **Don't leave behind any belongings (check for your camera and phone charger!)**

Coker

- Lock all exterior doors
- Tidy the space that you were using
- Wipe the white board with a damp cloth
- Spot sweep the floor
- Wipe counter tops, remove all evidence of mess
- Arrange tables and chairs as you found them
- Please wash any glassware that you used, and put away lab equipment
- If you used microscopes, please double check that you have followed the guidelines outlined in the “Rental Agreement” for returning microscopes

Duplex

- Wash and put away all dishes
- Wipe counter tops
- Remove ALL food from the refrigerator

Wright & Deacon Cottages

- Wipe counter tops in bathroom
- Spot sweep the floor

Howell

- Wash *and put away* all dishes

- Wipe counter tops
- Remove ALL food from the refrigerator (do not leave anything behind – no exceptions!)

Weyman

- Wash *and put away* all dishes
- Tuck chairs under tables
- Remove ALL food from the refrigerator (do not leave anything behind – no exceptions!)
- Turn off and clean the coffee maker

Bruce Lab Upstairs (Molecular Laboratory)

- Wipe down all surfaces
- Please don't leave anything in the refrigerator or freezer unless you plan to come back or the items can be used by someone else, in which case please label everything clearly

Bruce Lab Downstairs (Classroom)

- Sweep floors
- Arrange tables and chairs as you found them
- Turn off lights in bathrooms
- Wash *and put away* any dishes that you used
- Make sure all windows are closed

Valentine

- Wash *and put away* all dishes
- Wipe counter tops
- Remove ALL food from the refrigerator (do not leave anything behind – no exceptions!)
- Sweep your bedroom

Pavilion

- Return tables and benches to original locations
- Take trash to the dumpster (and close the lid)
- Carry out recycling