

# Clubhouse Cleaning Checklist

If **professional cleaning is not being conducted**, users are asked to do the following items to close up:

- Please immediately wipe up any liquid or food spills from the floors and counters!
- Sweep up any debris.
- Collect all trash and remove from the building. Do not leave bagged trash outside on the front porch or rear landing.
- Set both Thermostats: Summer – set A/C to 80 degrees. Winter – set heat to 60 degrees.
- Any spills, stains or other damage should be reported to Peter Novak asap (prior to his inspection following the event) so they can be properly addressed.
- Trash cans emptied and removed from building
- Lock the doors.

Main Room: (Leave 2 tables and 12 chairs out on the floor for general use)

- Floors swept clean (no wet mopping)
- Remaining tables clean, racked on storage platform, and put away.
- Chairs clean, stacked on storage platform and put away. Notify Peter Novak of any stains/damage.

Bathrooms:

- Floors swept clean (no wet mopping)
- Counter top cleaned and disinfected

Kitchen:

- Floors swept clean (no wet mopping)
- Refrigerator: Clean and empty of user items
- Wipe down and clean Stove, Ovens, Microwave
- Clean and disinfect Counters, Table, Sink

Before Leaving:

- Set both Thermostats: Summer – set A/C to 80 degrees. Winter – set heat to 60 degrees.
- Remove trash from the building. Do not leave bagged trash outside on the front porch or rear landing.
- Lock the doors.

If the Clubhouse **is being professionally cleaned**, then users are asked only to do the following to close up the clubhouse:

- Please immediately wipe up any liquid or food spills from the floors and counters!
- Sweep up any debris.
- Set both Thermostats: Summer – set A/C to 80 degrees. Winter – set heat to 60 degrees.
- Any spills, stains or other damage should be reported to Peter Novak asap (prior to his inspection following the event) so they can be properly addressed.
- Collect all trash and remove from the building. Do not leave bagged trash outside on the front porch or rear landing.
- Lock the doors.