

CLUBHOUSE CLEANING CHECKLIST

MAIN AREA-

- Clean sink, countertop, and tabletops with disinfectant wipes or spray (located under sink and in furnace room)
- Clean stove and microwave(s), if used
- Sweep floor; mop if needed
- If necessary, vacuum area rug with ShopVac
- Empty all trash cans; replace liners when necessary
- Remove all food (opened and unopened) from refrigerator
- Remove all opened drinks from refrigerator
- Store folding tables and chairs in outside storage area
- Remove all decorations

(Note: You cannot use Scotch tape/push pins/staples/screws/nails/to hang things)

RESTROOMS-

- Clean sinks and toilet seat with disinfectant wipes or spray (located under sink and in furnace room)
- Clean toilet (**leave toilet as you would your own house**)
- Replace empty toilet paper rolls
- Clean floors with Micro Mop (**do not use regular mop**)
- Empty all trash cans

OUTSIDE AREA-

- Empty large trash cans and replace liner when necessary
- Police the area of trash, decorations, and cigarette butts
- Remove all decorations

(Note: You cannot use Scotch tape/push pins/staples/screws/nails/to hang things)

If any of the above items were not satisfactory when you arrived, please correct and notify the clubhouse chairman afterwards.