

## Cleaning Expectations

### **Trash:**

All trash (including restrooms) must be taken out to the blue trash canisters on side of building. Replace can liners. Do not put trash in green recycle canisters.

### **Floors:**

Sweep & mop all tile floors. Vacuum/clean carpets if they were used. Mop water to be dumped outside.

### **Kitchen:**

Stove, refrigerator, counters, sink all wiped clean.

### **Restrooms:**

Trash removed & liners replaced. Sweep & mop floors & clean toilets.

### **Front patio:**

Sweep, free of any trash or food. Pick up trash around lawn area.

### **Decorations:**

Absolutely **do not use** tacks, glue or tape on the walls, countertops, or fans. Please consider other options for décor if you need backdrops or photo props.

Do not use glitter or confetti.

**Use of the above items is automatic forfeiture of deposit.**

**Pre Checklist:**

The renter is responsible for checking over the facility before and after the rental. Please make note of anything that is wrong with the facility and notify the coordinator the day of.

- Carpets: \_\_\_\_\_
- Floors: \_\_\_\_\_
- Restrooms: \_\_\_\_\_
- Kitchen: \_\_\_\_\_
- Supplies: \_\_\_\_\_
- Walls: \_\_\_\_\_
- Other: \_\_\_\_\_

**Post-Cleaning Checklist:**

All cleaning supplies are under the sink in the kitchen. Mop and bucket are located in the supply closet.

Extra trash bags, paper towels, & soap are under sink as well.

- Trash in restroom taken out, bag replaced. Any large messes cleaned
- Trash in kitchen taken out, bag replaced
- Trash in main room taken out, bag replaced
- Walls wiped down around trashcans
- Carpets vacuumed, spots/stains cleaned
- Floor in kitchen/main room swept
- Floor in kitchen/main room mopped (check corners). Water dumped into grass
- Kitchen counter tops, stove, microwave, fridge and sink cleaned
- Stove/oven turned off
- Front patio area cleaned of trash, candy, food, etc.
- Patio trash dumped if used
- Thermostat placed back to original setting
- Tables, chairs wiped down & put up
- All decorations removed and disposed of properly
- Facility locked as you left

**Items needed for clubhouse**

- Trash bags
- Restroom paper towels
- Kitchen paper towels
- Dish soap
- Hand soap
- Toilet paper
- Floor cleaner
- Multi-surface cleaner
- Rags/sponges
- Toilet bowl cleaner