

# Lake Sawyer Community Club Set up - Cleaning Protocol & Check List

## Set up & decorating reminders

1. No nails or thumbtacks in walls
2. Spills on clubhouse floors will be cleaned immediately, both for safety and for preservation of the hardwood floors. (**Only use Simple Green cleaning solution for use on wood floors, it can be found in kitchen cleaning supplies, use with paper towel or cloth rag**).
3. Do not place coolers or any receptacle on wood floors.

NOTE: For your own protection, we suggest that you thoroughly inspect the premises for damage and spills prior to your use of the Clubhouse and refer any questionable areas to the clubhouse manager.

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## Clean up protocols

Once all items are completed below please sign & date the checklist and return it to the clubhouse manager with the key.

Clean up of any rubbish, including, but not limited to cigarettes butts, drinking cans, etc. left around the perimeter of the clubhouse.

### Kitchen

- Remove all leftover food, beverages and party utensils from the premises
- Clean sink(s), counters and shelves
- Sweep and clean kitchen floor
- Remove all garbage/rubbish
- Wash out refrigerator with mild soap and water only
- Wipe off stove services and inside of oven if used

### Restroom/s

- Wash out toilets, sinks.
- Sweep and mop restroom floors
- Insure that all water is turned off completely
- Dispose of all garbage/rubbish
- Check for any damage – report any damage to clubhouse manager
- Clean mirrors if needed

### Other spaces/rooms

- Wash tables and, if necessary, chairs. Return folding tables and chairs to storage racks in closet. Avoid dragging tables and chairs on hardwood floors. Stack chairs and table safely to avoid injuries or damage
- Remove all decorations from premises
- Check and clean smudges on mirrors
- Sweep and mop hardwood floors (**Do not mop floors with water - use only cleaning materials provided by LSCC for this purpose i.e. micro-mop**)
- Vacuum entry carpet
- Return all items to their original position (i.e. trophies, chairs, furniture, pictures, etc.)

### When exiting

- Remove all personal & guests belonging
- Turn off all lights before leaving
- Lock and secure all doors to outside
- All garbage removed from premise (tenant provides own garbage bags)

Comments: \_\_\_\_\_

Name: \_\_\_\_\_

Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_