

Clubhouse Cleanup Checklist

Please check off each of the tasks below as you complete them and put completed list in the office drop box.

Name _____ Date of Use _____

___ Wash, dry and put away all dishes, pans and utensils used.

___ Clean kitchen sink, counters and stove if used.

___ Wipe off tables

___ Sweep floors.

___ Place all trash and recycling in appropriate cans and empty cans in outside bins. Re-line the cans with clean trash bags.

___ Close all shades.

___ Turn off all lights.

___ Lock all doors.

___ Launder any towels and linen used and return to appropriate storage within 48 hours.