ATTACHMENT 4 – AMENITIES CLEANING REQUIREMENTS

Ensure that window safety stops on the poolside windows or doors are not removed or damaged. (These devices are required so we can comply with county health and safety codes).

There are cleaning products available in the kitchen underneath the sink.

Date of Event: _____

Clubhouse Cleaning Checklist

Clubhouse Meeting area – Cleaned after every rental event

Check if satisfactorily completed	Specific item
_____	Use cleaning products and paper towels to clean the surface of all tables used during the rental event.
_____	Break the tables down so that the table legs are folded flush into the underside of the surface of the table.
_____	Place all tables in the rack behind the sofa.
	Return all metal folding chairs to the rack at the back of the room.
_____	Return the padded chairs, sofa and/or coffee table to the locations they were in before the rental event started.
_____	Use brooms and the sweeper to clean up all items that have fallen on the floor, including glitter, parts or pieces of balloons, materials used in arts and crafts activities. etc.
_____	Clean up any trash on the ground in front of the clubhouse, including discarded cigarettes, wrappers, or containers and deposit in the garbage bins located near the gate.
_____	Take trash to the outside garbage bins located near the gate replace the liner for the garbage can located inside the clubhouse. Replacement liners are in the kitchen.
_____	Take all recyclables to the recycle bins.

Bathrooms- Cleaned after every rental event

Check if satisfactorily completed	Specific item
_____	Sweep the floor of both bathrooms, including the bathroom stalls. If there is waste on the floor in the bathroom stalls, clean it up and then use the Swiffer to clean the floors.
_____	Use the Swiffer to clean the floors in the bathroom stalls.
_____	Use cleaning products to clean toilets in both bathrooms.
_____	Take trash from both bathroom to the outside garbage bins located near the gate and replace the trashcan liners. Replacement liners are in the kitchen.

Kitchen area – Do these cleaning tasks if the kitchen was used at all, even just for storage

Check if satisfactorily completed	Specific item
_____	Use cleaning products to clean the exterior and interior of all kitchen items including cook top, oven, warming oven, microwave, refrigerator, and counters.
	Sweep the kitchen floor and use the Swiffer to clean the floor.
_____	If coffee pots were moved from the kitchen, return them to the kitchen and clean them.
_____	Take trash from the kitchen to the outside garbage bins located near the gate and replace the liner. Replacement liners are in the kitchen.
_____	Take all recyclables to the recycle bins.

After the rental event

Check if satisfactorily completed	Specific item
_____	Finish cleaning and lock up by 9:30 PM.
_____	Pay for any extra cleaning or damages beyond the deposit, if necessary.

Cook Shed Cleaning Checklist

Check if satisfactorily completed	Specific item

_____	Use the broom provided as part of your rental to clean up all items that have fallen on the floor, including glitter, food, plates or bowls or drinking vessels, eating utensils, parts or pieces of balloons, materials used in arts and crafts activities. etc. Place all the trash in the garbage can.
_____	Clean up any trash on the graveled areas around the cook shed including discarded cigarettes, wrappers, or containers and place it in the garbage can..
_____	Take all recyclables to the recycle bins located near the entrance to the park.
_____	Make sure the water is turned off.
_____	Take trash to the dumpsters located near the entrance to the park and replace the liner for the garbage can located inside the clubhouse. A replacement liner will be provided for you as part of your rental.

After the rental event

Check if satisfactorily completed	Specific item

_____	Finish cleaning and leave the cook shed by 9:30 PM.
_____	Pay for any extra cleaning or damages beyond the deposit, if necessary.