

Cottages of Pryse Farm

Clubhouse Cleaning Checklist

We have a cleaning crew that comes once/month, but you are expected to clean up after your event. As a general rule, please leave the clubhouse the way you found it, or better.

Use this checklist to help you remember what to check/clean.

<p>Cleaning supplies are kept in the kitchen closet. You should find a vacuum, broom, Swiffer, wet Swiffer mop, Windex, Pledge, and other supplies there. Please bring your own roll of paper towels.</p>	
MAIN ROOM	
Floor – vacuum all carpet	
Tables & chairs back in place and tables dusted (Pledge in kitchen closet)	
KITCHEN	
Microwave cleaned and refrigerator cleared out	
Oven – off, cleaned (if used)	
Kitchen countertops cleaned (use Windex)	
Mop floor (wet Swiffer in closet)	
HALLWAYS	
Floor – sweep/mop tiles if needed	
BATHROOMS	
Sink & toilets – wipe clean If soap is out, can refill from large container in kitchen closet.	
Floor – sweep/mop tiles if needed	
MEDIA ROOM	
Furniture back in place – make sure no food crumbs are under furniture	
Floor – vacuum all carpet	
“OTHER”	
Trash – deposit garbage bags outside in container	
Make sure all doors are locked, including doors leading out the bathrooms	
Make sure all lights and fans are turned off <small>(one light in the entry way is generally left on during the night)</small>	