

Clubhouse and Grounds Cleaning Procedures

KITCHEN

1. DO NOT dump/pour grease in sinks
2. Wash all Club utensils, pots and pans, etc. and return to proper place. Cutlery should be completely dry before putting in covered containers. (See instructions for sterilizing utensils.)
3. Wipe off all counters and work surfaces.
4. Wipe off fronts (doors) of cabinets.
5. Clean top, burners and oven of stove.
6. Turn OFF gas according to directions posted.
7. Take home dishtowels, laundry, and return to Club.
8. Mop kitchen floors—wash mops in deep sink.
9. Remove all leftover food from refrigerators and wipe out the refrigerators.
10. Large refrigerator should be unplugged and the door left open.
11. Empty all garbage containers; put garbage in dumpster; line garbage containers with new plastic bags.

MEETING ROOM

1. Remove table coverings, wipe off tables, fold and stack tables.
2. If using plastic table coverings, wipe off the coverings and be sure they are completely dry before removing, folding and storing.
3. Clean all spills on carpet.
4. Vacuum carpet—vacuum is adjacent to large refrigerator or in supply room.
5. When vacuuming, DO NOT vacuum over wet spots and DO NOT vacuum up large pieces of food or paper.
6. Fold and stack chairs.
7. Close and lock all windows and doors.
8. Empty all garbage containers; put garbage in dumpster; line garbage containers with new plastic bags.

OTHER ROOMS

1. Sweep hardwood floors.
2. Mop up any spills—usually around the bar.
3. Clean off and wipe the bar.
4. Clean all restrooms including Bathhouse.
5. Empty the wastebaskets; put trash in dumpster; line wastebasket with new plastic bags.
6. If any furniture has been moved, be sure it is returned to its original place.

OUTSIDE

1. Pick up any trash on grounds.
2. Return all tables and chairs to building.
3. Empty the garbage containers; put trash in dumpster; line containers with new plastic bags and cover the containers.

BEFORE YOU LEAVE

1. Be sure all of the lights, fans, TV and stereo are OFF. LOCK the stereo cabinet.
2. Set heat at 55 degrees (Winter) in main house; turn heat OFF in Meeting Room. Turn air conditioning OFF if being used (Summer).
3. Lock all doors and check them. Close and lock windows.