

MOUNT KEMBLE LAKE CLUB HOUSE CHECK LIST
FOR CLUBHOUSE CLEAN UP AT END OF EVENTS
UPDATED OCT 2009

Note: Cleaning materials are found in the kitchen under the sink and in the closet closest to the back kitchen door. Extra supplies are located in the basement metal cabinets. The dishwasher water valve handle is under the sink to the back left. Put handle to the ON if using. Follow the instructions on the front panel of the dishwasher. Turn to OFF at the end of the event. The vacuum cleaner is in the closet between the two bathrooms. SEE COUNTRY CLUB PARTY GUIDELINES FOR ANY QUESTIONS.

EVENT / MKL RENTER: _____

DATE: _____

FOYER:

- Vacuum carpet, spot clean as needed.
- Return furniture to original position.
- Tables, chairs, shelves over radiator wipe clean.

BATHROOMS:

- Clean toilets, sinks and urinals.
- Clean mirrors.
- Furniture in Ladies room dust.
- Empty and clean waste baskets.
- Replace plastic bags in waste baskets.
- Replace paper products where needed.
- Vacuum carpet and spot clean as needed.
- Mop Floors.

BALLROOM:

- Wipe off all spills on tables and chairs.
- Remove decorations (including tape, staples...)
- Tables and Chairs put away behind screens and set up as per floor plan lay out.
- Clean fireplace if used.
- Vacuum.
- Damp Mop floors.

LOUNGE: (Area adjacent to Bar)

- Vacuum rug and spot clean as needed.
- Leave tables and chairs set up as per floor plan set up.

BAR:

- Clean Bar counters and sink.
- Return all cleaned glassware to cabinets.
- Clean mirror.
- Clean ice buckets.
- Put away all liquor and lock.
- Remember to return keys to their owner.
- Put cans and bottles in recycling bin outside of back kitchen door.
- Mop floor.

KITCHEN:

- Clean stove, oven and microwave.
- Clean out refrigerator, wipe and remove all perishable food items. Make sure doors are closed properly. Warning beeping sound will occur if not closed properly.
- Clean sinks and all working surfaces.
- Drain dishwasher and turn yellow handle to OFF position.
- Clean out inside of dishwasher of food particles left on bottom strainer.
- Place plastic baskets back into dishwasher and close.
- Put all cleaned dishes, cutting boards, pots, pans and utensils away.
- Empty Waste baskets and clean.
- Place trash and recycling outside in appropriate bins outside back kitchen door.
- Splash with ammonia located under sink to prevent animal damage.
- Sweep and Mop floor.

DECKS AND OUTSIDE AREAS:

- Pick up papers and refuse; sweep decks if needed.
- Remove any decorations.
- Make sure deck doors are shut properly and locked.

GENERAL / SECURITY:

- SEE WHERE CLEANING ITEMS ARE LOCATED AT TOP OF THIS SHEET or REFER TO CC GUIDELINES.
- Launder and return all tablecloths and towels promptly.
- Turn down heat to 55 degrees.
- Turn AC to OFF position.
- Turn off all lights. Light by main door is on a timer switch.
- Turn off outside lights.
- Close and lock all windows.
- Lock all doors. (Kitchen, Deck and Main).

REPORT OF DAMAGE / OR BROKEN AND MISSING ITEMS:

LOST AND FOUND ITEMS:

MISSING ITEMS OR SUPPLIES

NEEDED: (PLEASE LIST BELOW--IF NEED BE USE THE BACK OF THIS SHEET AND RETURN TO HOUSE MAINTENANCE TRUSTEE OR SOCIAL CHAIR).