

SCPOA CLUBHOUSE USE

CLUBHOUSE

- **WIPE DOWN** ALL TABLES / COUNTERS USED
- **STACK ALL** TABLES AND CHAIRS USED
- SWEEP, MOP and/or VACUUM AREA USED
- **TAKE OUT** ALL TRASH - REPLACE TRASH BAGS
- **DO NOT** MAKE HOLES IN CEILING/WALLS
- **TURN OFF** AC / HEATER
- **TURN OFF** ALL LIGHTS and CEILING FANS
- **LOCK** DOOR BETWEEN MAIN CLUBHOUSE AND RESTROOMS
- **LOCK** ALL DOORS AND WINDOWS
- **RETURN** KEY TO LOCKBOX
- **LOCK** MAIN GATE

KITCHEN

- **CLEAN** ALL POTS, PANS and UTENSILS USED
- **WIPE DOWN** ALL TABLES AND COUNTERS
- SWEEP AND MOP KITCHEN AND BAR AREA
- **TURN OFF** STOVE AND GAS IF USED
- DIRTY TOWELS UNDER SINK
- **FIRE OUT** ON BBQ and/or FIREPIT
- **DO NOT** LEAVE PERISHABLE FOOD IN REFRIGERATORS