

MPS Clubhouse Cleaning Checklist

GENERAL INFORMATION:

Card tables, six-foot tables and about 50 chairs are furnished. Toilet paper, paper towels and hand towels are not furnished. The fireplace and garbage disposal in the clubhouse are not operable.

CLEANUP CHECKLIST:

The following procedures must be followed to insure the return of the entire deposit. You will need to bring your own cleaning supplies including rags, towels, cleansers, a broom or vacuum and a mop. Plastic garbage bags will also be needed for the trash cans.

CLUBHOUSE CLEANING:

Restrooms

1. Floors swept and mopped
2. Mirrors, sink and countertop cleaned
3. Commode and seats cleaned.
4. Trash emptied

Meeting room and hallway

1. Floors swept and mopped.
2. Stackable chairs wiped clean and stacked in meeting room
3. Folding tables wiped clean and stored in hall closet

Kitchen

1. Floor swept and mopped.
2. Oven and countertop cleaned
3. Sink cleaned with cleanser
4. Refrigerator cleaned inside and out and emptied
5. Trash can emptied and bag replaced

Miscellaneous

1. All trash in dumpster
2. Yard and patio cleaned
3. Thermostat set per instructions on walls
4. Lights out and doors locked securely
5. Key returned to dropbox.

POOL CHECKLIST:

1. Both bathrooms free of litter and in good working order
2. Trash inside and outside the pool area picked up and in receptacles
3. Any tables cleaned and returned to clubhouse
4. Eating areas cleaned