



CLEANING CHECKLIST FOR MEMBERS USING CLUBHOUSE FOR PRIVATE PARTIES

To avoid losing your Use Deposit (\$250.00), you are expected to leave club premises (inside and outside) as clean as you found them (or better). Please:

Note: Broom, dust mop, mop and bucket are located in the center room between the women's/men's Bathhouse.

- Sweep and/or mop floors as needed, especially kitchen. Return supplies to Bathhouse.

Note: Cleaning agents are located under the sinks.

- Wash and put away dirty dishes. Take home, wash, dry, and return any kitchen linens or tablecloths that you used.
- Clean counters and stove tops as needed.

Note: Trash can liners are located in the cupboard under the coffee machine in the kitchen. Additional supplies are located in the men's Bathhouse closet.

- Empty trash and replace liners in any waste containers used (inside and outside) including restrooms, and **place in large outside dumpster.**
- Replenish soap, paper towels, and toilet paper as needed in both the clubhouse and bathhouse.
- Remove all food that you brought. Please do not leave leftovers at the club.
- Turn off all lights, fans, and lock the clubhouse, bathhouse doors, and gate. Reset all A/C thermostats. Instructions below.
- All outside areas used should be free of cigarette butts, and all trash.

NOTES

1. Air/Heat controls- **Commodore Room**- Adjust the temp using the up/down arrow buttons, Press Temporary Hold on the screen (Temp Hold is set for 3 hours, Repeat, if necessary). When leaving, press Cancel Hold. **Kitchen**- Press the Hold button, adjust the temp using the up/down arrow buttons. When leaving, press the Cancel button. **Fireplace Room**- The thermostat is in the hallway to the Commodore Room. Adjust the temp using the up/down arrow buttons When leaving, reset the temp to 75 degrees using the up/down arrow buttons.
2. Your Club key fits locks on all exterior doors to the Clubhouse, Bathhouse, and the entrance gate control box padlock. An Event PIN gate code will be issued for your event. Share this code with your guests, caterers, etc. for entrance during your event. **The gate will NOT be locked open.**
3. Check ahead of time to see that the Clubhouse facilities are in good order; and please advise the Facilities Coordinator if you find that you have to undertake any extensive cleaning prior to your event.
5. If your event requires perimeter parking, please ask your guests to avoid blocking the assigned spaces in the boat yard west of the front lawn.