

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 in the cabinet next to the stoves. You will find back-up supplies in the cabinet in the women's Bathhouse.

- 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.

- Empty trash and replace liners in any waste containers used (inside and outside) including restrooms, and **place in big brown dumpster outside kitchen, across the driveway.**

Note: Bathroom supplies are located in the men's Bathhouse closet.

- 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.
- All outside areas used should be free of cigarette butts, and all trash.

NOTES

1. You will find the air/heat control panel for the Commodore Room on the west wall just to the left of the mechanical room; you should push the button for three (3) hours occupancy (to be repeated as needed); the thermostat and timer are preset elsewhere. The system will turn off automatically after three (3) hours. The air/heat control panel for the Kitchen is on the wall next to the pantry door; the control panel for the Club Room is in the hall way connecting the Commodore Room. Each of the three (3) rooms are on a separate system; and each control panel operates in like fashion.
2. Your Club key fits locks on all exterior doors to the Clubhouse, Bathhouse, and the entrance gate control box padlock. If you need to leave the gate open for **up to an hour**, use your key to unlock the box, lift off the cover when the gate is open, and turn the switch off. Reverse the process to reset the gate. A private gate code will be available for your event, so the gate can be kept closed.
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. The cleaning service comes on alternate Wednesdays.
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.