The Grove Clubhouse - Cleaning Checklist

PLEASE NOTE: In order to keep our clubhouse rental affordable, we DO NOT have a professional cleaning service come in after each rental. When the items on this checklist are completed, the clubhouse should be presentable for the next rental.

Bathrooms:

- ☐ Must be in clean condition
- ☐ Empty trash and replace trash bags

Kitchen:

- ☐ Clean sink
- ☐ Wipe down counters
- ☐ Turn off ALL appliances

Floors:

- ☐ Sweep or vacuum, then use damp mop
- ☐ Vacuum floor mats inside doors

Furniture:

- ☐ Wipe down tables and chairs
- ☐ Return all other furniture to its original setup

Storage shed:

- ☐ Return folding chairs to the 3 racks
- ☐ Lean tables along the left wall of the shed
- ☐ Make sure the ramp is placed in the shed
- ☐ Make sure the shed doors are pulled shut and locked

Overall:

- ☐ Remove ALL balloon string, silly string, confetti, etc used for decoration (make sure to check under the chair and couch cushions for any stray confetti)
- ☐ Take out ALL trash to the cans near the pool area
- ☐ Replace trash bags
- ☐ Turn off ALL lights and fans
- ☐ Make sure that ALL doors are pulled shut and locked

PLEASE RETURN KEY TO LOCK BOX BELOW THE BULLETIN BOARD IMMEDIATELY FOLLOWING EVENT

Report any problems PRIOR to or IMMEDIATELY following your use of the Clubhouse to Ashley Kundu (717) 817-3001 or groveclubhousecoordinator@gmail.com