

RUTHERFORDTON CLUBHOUSE CLEANING CHECKLIST

Clubhouse Check List:

The clubhouse should be left clean to include the follow:

**** DO NOT** use any detergent on the hardwood floors in the dining area. If you spill something on the hardwood floor, use a damp cloth with **WATER ONLY** to clean spill.

Wipe off all tables and chairs	YES
Put all tables and chairs in storage closet	YES
Remove all of your personal decorations and return any Clubhouse items to their original location.	YES
Sweep and mop all tile floors (Patio area, foyer, buffet area, kitchen and bathrooms)	YES
Wipe down all kitchen countertops and sinks	YES
Wipe down buffet area countertops	YES
Wipe down bathroom countertops and toilets	YES
Empty all trash (including restrooms) into outside trash bins	YES
If warming oven, refrigerator, stove or dishwasher are used clean inside and wipe down outside with supplied cleaning materials	YES
Wash dishes and return to storage area (if used)	YES
Turn off stove and dishwasher (if used)	YES
Inspect and clean outside grounds for any party debris	YES
Turn off lights in all areas	YES
Secure building- make sure all doors (including patio) are locked	YES
Please ensure Heat Thermostat is set at 65 during the months of November to March and the Cooling Thermostat is set at 77 from April to October	YES
Did not arrive before 8:00 am	YES

RUTHERFORDTON CLUBHOUSE CLEANING CHECKLIST

Cleaning Materials are provided and labeled for your use and are kept in the storage room off of kitchen.

- Scratch free cloths and spray polish for stainless steel appliances
- Tile cleaner for kitchen, bathroom, and foyer floors
- Clorox cleaner and Windex for bathrooms

If you have any concerns about the condition of the clubhouse, please inform the Town Hall at 828-287-3520 ext. 5. Thank you for your cooperation.

I _____, the responsible party for the function held at the Rutherfordton Club House on (date) _____, affirm that the above is a true statement, and that upon inspection by Town of Rutherfordton personnel, it will be determined that I have followed the rules and regulations as provided to me by town personnel.

_____ (Signature)