

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
- Put all tables and chairs in storage closet
- Remove all of your personal decorations and return any Clubhouse items to their original location.
- Sweep and mop all tile floors (Patio area, foyer, buffet area, kitchen and bathrooms)
- Wipe down all kitchen countertops and sinks
- Wipe down buffet area countertops
- Wipe down bathroom countertops and toilets
- Empty all trash (including restrooms) into outside trash bins
- If warming oven, refrigerator, stove or dishwasher are used clean inside and wipe down outside with supplied cleaning materials
- Wash dishes and return to storage area (if used)
- Turn off stove and dishwasher (if used)
- Inspect and clean outside grounds for any party debris
- Turn off lights in all areas
- Secure building- make sure all doors (including patio) are locked
- 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

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.