



Crystal Falls Association

at Crystal Falls Ranch

Clubhouse Clean Up Checklist

****Take all garbage with you to get your deposit back****

Cleaning supplies are in closet next to Refrigerator

Main Room

- _____ Wash off all CFA table tops and chair seats.
- _____ Sweep and dry mop floor using available cleaning supplies.
- _____ Remove all decorations and signs.
- _____ **Pick up all refuse/trash and take with you.**
- _____ Return chairs or folding tables as you found them. Do *not* stack chairs and tables against walls.
- _____ Return Clubhouse to original setup (or as directed).
- _____ Turn off heat/cooler, and lights.
- _____ Lock both doors to the Clubhouse

Kitchen

- _____ Turn off oven and range.
- _____ Clean oven and range.
- _____ Clean sink and countertops.
- _____ Remove all dishes/utensils.
- _____ **Pick up all refuse/trash and take with you.**
- _____ Clean inside refrigerator including shelves, drawers, and door.
- _____ Sweep and mop kitchen floor using available cleaning supplies.
- _____ Wash out mop pad, hang on sink to dry.

Bathroom

- _____ Empty all bathroom garbage, replace bags **and take with you.**
- _____ Clean sinks.
- _____ Clean toilets: bowl, seats, and lid.
- _____ Sweep and mop floor.
- _____ Clean mirrors.
- _____ Turn OFF bathroom heaters & lights.
- _____ **Leave bathrooms unlocked**

Picnic/BBQ Area

- _____ **Pick up all refuse/trash and take with you.**
- _____ Control and extinguish BBQ coals completely.
- _____ Clean picnic table.
- _____ Pick up cigarette butts.