



## 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 but not bathrooms.

#### 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 garbage 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.