



Pinecliff Lake Community Club

Clubhouse Rental Cleanup Check List

KITCHEN

- Counters: Disinfect Surfaces
- Sink: Scrub clean all 3 basins Ex: wall, base and drain of each sink.
- Refrigerator: Empty completely, disinfect interior freezer and fridge
- Floor: Swept and Mopped

BATHROOM

- Counter/Sink: Disinfect Surfaces
- Toilets: Flushed and Disinfected
- Floors: Swept and Mopped
- Trash: Emptied and bag replaced (small white bag under sink ladies' room)

MAIN ROOM

- Wood Table & Bar: Disinfect Surfaces
- Folding Tables: Disinfect Surfaces & Put on Cart
Capacity of Cart 10 tables (round or long can be mixed)
- Garbage & Recycle Cans: Empty, Disinfect Surfaces, Bag replaced
Outside Separate Dumpster for Garbage
No plastic bags in Outdoor recycle cans
- Floors: Swept using large flat dust broom and Mopped
- Fans: Turn off by Pull Chain
- Windows: Closed & Locked
- Doors: Closed & Locked
- Heat: Turn Heat Down to Lowest Setting

I Certify ALL of Check List Completed & Surfaces Disinfected:

Signature _____

Name: _____ DATE: _____