

# Logsden Community Club Cleaning and Closing Procedures

\_\_\_\_ Bathrooms:

- Clean in and around toilets and sinks, if dirty/soiled.
- Check to make sure all water and lights are turned off.
- Remove trash from cans.

\_\_\_\_ Floors:

- Sweep with push rag broom. Do NOT mop.
- Spot spills should be cleaned up with damp mop.

\_\_\_\_ Kitchen:

- Make sure stove and oven are turned off.
- Empty refrigerators of any items you have brought.
- Wash, dry, and put away any kitchen items used during the event.
- Wipe counters and range surface, and clean sink.
- If food spills in the oven or microwave, please wipe clean.

\_\_\_\_ Tables and chairs:

- Ensure that tables and chairs are clean and neatly stacked in the storage area. Please do not drag any furniture or equipment on the floor.

\_\_\_\_ Thermostat:

- If the temperature was adjusted, make sure the thermostat is returned to 68°F.

\_\_\_\_ Lights:

- Make sure all lights are turned off.

\_\_\_\_ Doors and Windows:

- Shut all the windows and lock all the doors. Push doors to make sure they are latched.

\_\_\_\_ Outside:

- Pick up litter in the parking lot or on the grass.

\_\_\_\_ Garbage:

- Remove all garbage and debris from the premises (inside and outside).

\_\_\_\_ Key:

- Leave key in lock box within 24 hours.

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Date

PLEASE SIGN, DATE, AND LEAVE FORM AT CLUB UPON COMPLETION