

Porter's Landing Clubhouse Cleaning Checklist

- 1) Clean bathrooms:
 - a. wipe down toilets
 - b. clean toilet bowls
 - c. wipe down sinks

- 2) Clean kitchen:
 - a. wipe down countertops, stove and sink.

- 3) Replace all tables and chairs used back into the storage room.

- 4) Sweep and/or vacuum all clubhouse floors. Mop floors only if necessary.

- 5) Clean doors with glass cleaner. Clean large windows only if necessary.

- 6) Return thermostat to 78 degrees in the summer and 65 degrees in the winter before leaving.

- 7) Empty all garbage cans and replace garbage bags. **PLEASE DO NOT OVERFLOW GARBAGE CANS OUTSIDE. IF GARBAGE CANS ARE FULL, YOU MUST DISPOSE OF THEM ELSEWHERE.**

- 8) Clean up any trash on "porch" of clubhouse.

- 9) Turn ice-maker off

- 10) ***Make sure all doors are locked.***

(Your copy)