

Checklist for Sierra Brooks Lodge Clean-Up

Member Name: _____ Phone: _____



Check List - Lodge Users Must Complete and Return This Form

- ___ 1. HEATERS Set the kitchen thermostat at 50 degrees. All other heaters MUST be turned to 45.
- ___ 2. BATHROOMS Toilets must be flushed and clean, all trash removed, and floors cleaned. LIGHTS OFF. Leave doors propped open when leaving in winter.
- ___ 3. KITCHEN Wash dishes, wipe countertops, sinks and stove. Remove food from the refrigerator/ freezer. Place soiled dish towels and potholders in the laundry room. Wash, dry, fold. Remove all trash from premises, including bottles and cans. OVEN OFF, SMALL APPLIANCES UNPLUGGED.
- ___ 4. FLOORS Vacuum carpet and mop all floors.
- ___ 5. FURNITURE, TABLES & CHAIRS RETURN ALL FURNITURE back to its original position. Wipe down tables, stools, folding chairs, etc. Return all folding chairs and tables back to the appropriate area.
- ___ 6. DECORATIONS Remove ALL decorations from the lodge, including tape, staples, nails, etc.
- ___ 7. BLINDS Return blinds to a closed position.
- ___ 8. LIGHTS Turn off all the lights and fans, including the restrooms. The knob in the dining room needs to click, so please make sure it is completely off.
- ___ 9. TRASH REMOVE ALL TRASH FROM PREMISES. Do not leave outside, take it with you.
- ___ 10. DOORS Please make sure that all outside doors are locked properly.
- ___ 11. KEYS Return Keys!
- ___ 12. REPORT Complete this Checklist. Please report all damages to the Association, including broken furniture, dishes, blinds, carpet spills, etc. Damages do not necessarily result in the loss of your deposit. They will be reviewed on a case-by-case basis.

Notes:

Thank you for taking care of our lodge! While all of these are important, please take special care to turn off the large furnace heaters in the main rooms. They are very expensive to run, and if left on, will automatically result in the loss of your deposit. Please understand that the association board members are volunteers. If the lodge needs to be cleaned after you leave, it will result in the loss of your deposit. The Board will make efforts to conduct a walk-through after each event, but in rare circumstances, that may not happen. You are expected to leave the lodge clean and ready for another future event. The lodge belongs to all of us. Please take care of it. Thank you for your understanding.