



www.cedarlakeecc.com

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# CLUBHOUSE RENTAL

## *CLOSING CHECKLIST*

### **Kitchen:**

- Clean stove and counters
- Wipe out oven if used
- Wash, dry and put away all club items that were used
- Please do not "borrow" dishes, trays or supplies
- Wipe down inside of refrigerator if used
- Place all garbage in bags out back, inside dumpster, to avoid bears
- Place all recyclables in bags and take to dump if possible (no pickup avail)
- Sweep/vacuum and mop floor
- Renters remove all items from the refrigerator - do not leave ANY food or drink
- Any food to remain with approval must be refrigerated

### **Bathrooms:**

- Empty trash basket
- Wipe down sinks and toilets
- Sweep/vacuum and mop floor

### **Bar:**

- Wash down counter, sinks, etc.
- Sweep/vacuum and mop floor
- Remove trash



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### **Main Room:**

- Fold and put away chairs in chair rack
- Fold and put away tables
- Vacuum carpet and wood floor (mop if necessary)

### **Outside Deck:**

- If picnic tables have been moved, please put back in original place
- Remove all trash and place outside in dumpster
- Empty smoking station receptacles

### **Additional Notes:**

- Remove decorations
- Turn off all lights - upstairs, downstairs and outside front light
- Turn down heat to 55 degrees
- Turn off A/C if used
- Do not leave any plates, cups, plastic cutlery or food
- Take absolutely everything (that belongs to you) with you when you leave
- Please do not drag tables across wood floors, tile or carpeting