Miraloma Park Improvement Club

MPIC Clubhouse Clean-Up Checklist

KITCHEN

___ Counter tops, stove, oven wiped of all spills
___ All utensils cleaned
___ Floor swept and mopped
___ Sink cleaned and food removed
___ All food removed
___ Refrigerator emptied of food and ice, and wiped of all spills
___ Trash cans emptied and new liners applied *
___ Refrigerator turned to lowest settings (1)
___ All lights turned off
___ Windows locked

* Trash liners are in the lower cupboard to the right of the sink.

STAGE

___ Stage and backstage areas cleared of trash and decorations and swept.

FOYER AND MAIN HALL

___ All chairs stacked upright, neatly in the coat room.
___ Bridge tables folded and stacked in coat room
___ Large tables folded and placed in main hall along wall to right of fireplace under window
___ Floors swept of all debris and spills wiped up
___ All decorations (including balloons) removed
___ Trash emptied into outside bins, new liners applied. Blue bin is for recyclables.
___ Back door and all windows locked
___ Thermostat turned off
___ All lights turned off
___ Fireplace turned off

RESTROOMS

___ Trash disposed of in appropriate trash receptacle outside, and new trash lines applied
___ Floors swept of all debris spills wiped up
___ All decorations removed
___ Windows locked

TRASH, GROUNDS

___ Outside ashtrays emptied of butts, litter collected and put in trash.

If trash does not fit in the appropriate trash bin, the renter is responsible removing excess trash from the Clubhouse property and grounds. Do not leave trash bags beside the trash containers.

Failure to comply with any of the above responsibilities will result in forfeit of part or all of the security deposit.

By assisting us with this clean-up, you are not only allowing the turnover of the Clubhouse to another group in a timely manner, but you also allow us to keep our rental rates reasonable.

Please leave this completed list with the clubhouse key in the MAIL SLOT after the event is over and you have locked both the Clubhouse and the front gate. (Rev. Jan. 2007)