



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.