

DOVE TREE RECREATION CENTER CLUBHOUSE CLEANUP INSTRUCTIONS

Please keep the clubhouse clean, damage free, and secure!

CLEANING SUPPLIES:

1. Cleaning materials for sink, counter tops, tables, etc., are under the sink.
2. Vacuum, broom, and mop are in the anteroom of the women's restroom.
3. Trashbags are under the sink. Garbage cans are outside in the fenced-in area next to the clubhouse.

HOUSEKEEPING:

1. Tables should be washed off. Pay particular attention to clean off glue, paint, etc.
2. Arrange tables and chairs so that area is attractive for the next group. Stack extra chairs neatly against wall or in anteroom to women's restroom.
3. In the kitchen area, counters, sinks, stove top, and oven should be clean. Dry and neatly put away utensils or equipment used. The refrigerator should be cleared of all left-over food.
4. Bathrooms should be checked to see that commodes are flushed and sinks clean. Trash should be picked up off the floor, trash cans emptied and the lights turned off.
5. Floors should be swept or vacuumed. If glitter is used, vacuuming is necessary.
6. Trash cans should be emptied and bag replaced. Small groups should use small cans.

UTILITIES AND SECURITY:

1. Turn off all water and lights.
2. Lock all doors and windows.
3. Set thermostats (2) on 55 - Heat, Fan - Auto. Turn off Air Conditioners.

When you leave the Clubhouse, please consider invoking the camper's adage - "Leave it in better condition than when you found it". After all, it is community property and it belongs to you.

Report any damage, supplies needed, or other problems to a member of the Building Committee.

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