**VOHMA CLUBHOUSE CLEANING CHECKLIST**

1. **Trash** – Remove all trash including all items from the refrigerator and items outdoors as well as both bathrooms.
2. **Tables** – Wipe all tables and leave then folded against the wall next to the kitchen.
3. **Chairs** – Stack chairs with stacks no higher than 5 chairs. Black chairs go in rack.
4. **Floors** – Vacuum all carpets, **remove any stains (use carpet cleaner located in closet if necessary)**, sweep kitchen, bathrooms, and entry tile. **Mop all bare floors.** If vacuum is not picking up well, please **change vacuum bag**…extra bags are in the closet.
5. **Kitchen and Bar** – Wipe all counters and check the microwave, refrigerator, stove and cabinets for spills.
6. **Bathrooms** – Wipe sinks, flush toilets, ***restock paper goods***, empty waste baskets (2), and mop floors.
7. **Heat and Air Conditioning** – Turn off the AC or turn the heat to ***56 degrees*** in the winter. There are two (2) thermostats.
8. **Lock Up** – Lock all three (3) doors - front door and both kitchen doors. Close front door gently in order to lock top lock.

***Please*** check your work in the daylight and return key to Marissa by 8:00am. The lighting is not sufficient at night to check the thoroughness of your cleaning.

Return the key immediately when you are finished to:

Marissa Shanbaum, 9 St. Andrews, mobile (860) 580-9227