

Juneau Yacht Club

Cleaning List

Date of use: _____

Event: _____

Responsible Person: _____

Main Hall

- _____ Clean all tables and chairs
- _____ Remove all decorations from walls and ceilings
- _____ Empty all garbage cans, put in dumpster, and replace bags
- _____ Put away and re-stack the tables and chairs per the posted instructions
- _____ Sweep floor and wipe up/mop any spills
- _____ Ensure that all doors are closed and bottom/top bolt on the deck door is locked down
- _____ Close and lock all windows
- _____ Turn off lights

Entry

- _____ Sweep floor and vacuum carpet mats
- _____ Remove all garbage and decorations
- _____ Overhead light will turn off when door code is entered to leave

Restrooms and Hallway

- _____ Empty garbage cans, put in dumpster, and replace bags
- _____ Sweep or vacuum floors as needed
- _____ Clean counters and sinks
- _____ Turn off fans and lights

Kitchen

- _____ Empty garbage cans, put in dumpster (key hanging by kitchen door), and replace bags.
- _____ Sweep and mop the floor
- _____ Scrape, rinse and leave used dishes and utensils ready for the dishwasher
- _____ Empty refrigerator and freezer of your food and wipe clean, inside & out
- _____ Clean microwave and stoves, if used
- _____ Clean all counters and sinks
- _____ Turn off stoves, fans, and lights (range overhead light switch on wall opposite range)
- _____ Ensure that deadbolt on the back door is engaged

Graham Room (Bar)

- _____ Clean tables, bar counter, and sink
- _____ Remove all decorations
- _____ Empty garbage cans, put in dumpster (key hanging by front door), and replace bags
- _____ Vacuum carpet
- _____ Sweep and wipe up spills on floor behind bar
- _____ Return tables and chairs to their original arrangement
- _____ If open, close double doors and press "Schlage" while holding doors tightly shut.
- _____ Close and lock all windows
- _____ Turn off lights and fan

Outside the Facility

- _____ Pick up all garbage, including cigarette butts
- _____ Sweep stairs and deck if needed
- _____ Clean barbecue grill and area under grill if used