

# Nottingham Forest South Home Owners Association

## Cleaning Checklist

Cleaning supplies are located in the closet next to the men's restroom. (Vacuum/Mop/Trash Bags/Paper Towels/Toilet Paper/Etc.)

- Vacuum all floors.
- Pick up all trash and place in dumpster in parking lot. Trash needs to be in bags, then taken out to the dumpster. Open the gate and lift the lid-do not just fling bags over the fence.
- Replace can liners.
- Make sure all restrooms are left clean and free from trash. Empty all trash containers. Flush all toilets. Turn out all bathroom lights.
- Wipe off all counter tops and tables.
- Clean out all sinks. Do not put anything solid down the drains (i.e. coffee grounds, food, etc.)
- Turn out all lights.
- Place thermostat on (60 during the Winter) and on (80 during the Summer). Conserve energy.
- Ensure that chillers temperature is set between 45-55 degrees
- Check back doors (by pushing on them) to make sure they are shut and locked.
- Mop entry way and bathroom floors if needed. Due to food and beverage spills.
- Food and beverage spills on carpeted areas and furniture must be cleaned.
- Do not use water fountain for disposal of beverages and clean if necessary.
- Do not remove furnishings from clubhouse. Return all furnishing to their original place if you have move any of the furnishings (including floral arrangements, chairs, tables, etc.)