

# Cleaning Check List

## Kitchen

- REFRIGERATOR - CLEAN & WIPE OUT  
REMOVE ALL FOOD, BEVERAGES, & ICE
- MICROWAVE - CLEAN & WIPE OUT
- STOVE - CLEAN & WIPE OUT
- COFFEE POT - REMOVE USED FILTERS &  
CLEAN OUT
- SINK & COUNTER TOPS - CLEAN & DISINFECT
- FLOOR - SWEEP AND MOP  
RUGS - VACUUM

## Tables & Chairs

- CLEAN & WIPE DOWN ALL TABLES AND  
CHAIRS
- CHAIRS - STACK 6 CHAIRS ON EACH TABLE  
(2 STACKS OF 3)
- TABLES - PLACE TABLES IN THEIR ORIGINAL  
LOCATION - SEE DIAGRAM
- EXTRA CHAIRS SHOULD BE PLACED IN  
STORAGE CLOSET ALONG WITH  
RECTANGULAR TABLES

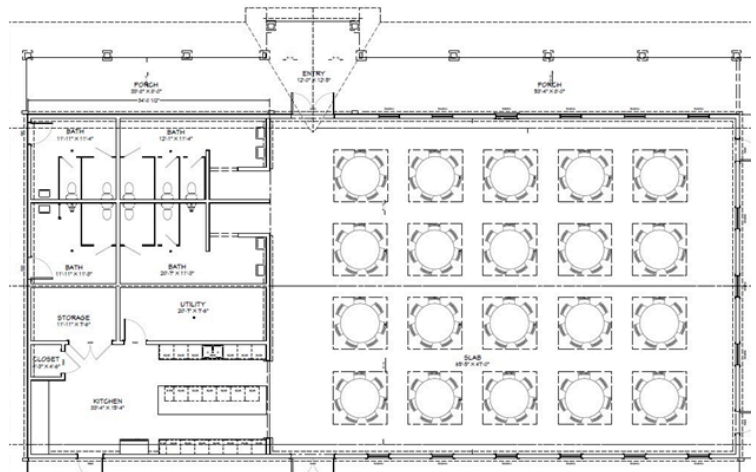
## Notes

## Bathrooms

- SWEEP FLOORING
- REMOVE TRASH

## General & Decorations

- REMOVE ALL DECORATIONS  
CONFETTI & GLITTER ARE PROHIBITED FROM FACILITIES  
PINS, NON-STICK ADHESIVES, OR TAPE ARE NOT  
ALLOWED
- SUMMER - TURN A/C TO 78°  
WINTER - TURN FURNACE TO 58°  
FAN MODE - SHOULD BE ON AUTO  
THERE ARE THREE (3) THERMOSTATS
- TURN OFF ALL LIGHTS & LOCK ALL DOORS  
DOUBLE CHECK KITCHEN DOOR
- RETURN KEY TO LOCK BOX
- ALL TRASH MUST BE TAKEN OUT TO THE  
DUMPSTER, LOCATED NEAR BY



PETS ARE NOT ALLOWED INSIDE ANY FACILITY, INCLUDING THE SHELTER HOUSE

PARK HOURS ARE ENFORCED (5:00AM - 10:30PM) LATE DEPARTURES WILL RESULT IN LOSS OF DEPOSIT  
IF THE FACILITY IS NOT CLEANED, CHECK LIST IS NOT COMPLETE, ITEMS ARE MISSING OR DAMAGED, OR LATE DEPARTURE  
THE SECURITY DEPOSIT WILL BE CASHED.

STORM SHELTER - IS LOCATED IN THE BASEMENT OF THE SWAN LAKE CONSERVATION EDUCATION CENTER

AFTER HOUR CONTACT FOR FACILITY RELATED EMERGENCIES :

PLEASE CHECK YOUR EMAIL FOR PARK RANGER PHONE NUMBER AND INFORMATION.