

CLEANING CHECKLIST - EAST

KITCHEN & MAIN AREA

- Refrigerator - clean & wipeout
 - Remove all food, beverages & ice
- Microwave - clean & wipeout
- Stove - clean & wipe out
- Coffee pot - Remove used filters & clean
- Sink & Counter Tops - clean & disinfect
- Floors - Sweep & mop
- Rugs - Vacuum
- Trash - Remove all trash and replace the liner

BATHROOMS

- Check for trash on the floors
- Sweep flooring

NOTES:

- Pets are NOT allowed inside any facility, including the shelter house.
- Park hours are enforced (5:00 am - 10:30 pm)
- Checking out of the shelter house is no later than 10:00pm, with no exceptions.
- If the facility is not cleaned, the checklist is not complete, items are missing or damaged, or late departure the entire security deposit will be kept, no exceptions.
- STORM SHELTER - is located in the basement of the education center. A siren will alert you with straight line winds and/or tornado warnings - this is your warning to take action as you see fit.

Office Hours: M-F 8:00 am - 4:30 pm Tel: 712-792-4614

Email: office@carrollcountyiowa.org

After hour contact for facility related emergencies... please check your email for the Park Ranger/Staff member on duty phone number and information.

If Carroll County Conservation Staff determine it is necessary to keep a security deposit, the entire security deposit amount will be kept. No exceptions. It is also the Renters Responsibility to ensure all guests

follow the facility rules and policies.

GIVE US YOUR FEEDBACK! SCAN THIS QR CODE & FILL OUT THE SURVEY ABOUT YOUR RENTAL.

TABLES AND CHAIRS

- Tables and chairs - clean and wipe down
- Chairs - stack six (6) chairs on each table
 - (2 stacks of three)

Place all tables back to their original locations. please use the diagram.

Extra chairs should be placed in the storage closet along with rectangular tables, if used.

GENERAL & DECORATIONS

- Remove all Decorations
 - confetti & glitter are **prohibited**
 - pins, non-stick adhesives, OR tape are not allowed
- Summer - Turn A/C to 78
Winter - Turn Furnace to 58
(there are three thermostats)
- Return key to the lock box using the same code
- ALL TRASH must be taken to the dumpster

