

CLEANING CHECKLIST

KITCHEN & DINING AREA

- ☐ Refrigerator – Clean & wipeout
- ☐ – Remove all food, beverages & ice
- ☐ Microwave – Clean & wipeout
- ☐ Stove – Clean & wipeout
- ☐ Coffee pot – Remove used filters & clean
- ☐ Sink & Counter Tops – Clean & disinfect
- ☐ Table & Chairs – Wipe down table and all chairs
- ☐ Floors – Sweep & mop
- ☐ Rugs – Vacuum
- ☐ Trash – Remove all trash and replace the liner

LIVING ROOM

- ☐ Rugs – Vacuum
- ☐ Couch – Vacuum under cushions
- ☐ Floors – Sweep & mop

BEDROOMS

- ☐ Nightstands – wipe down
- ☐ Floors – Sweep & mop
- ☐ – including under furniture

NOTES:

- Pets are NOT allowed inside any facility, including the cabin.
- Park hours are enforced (5:00 am – 10:30 pm)
- Checking out of the cabin is no later than 11:00 am
- If the facility is not cleaned, the checklist is not complete, items are missing or damaged, or late departure the security deposit will be kept.
- STORM SHELTER – is located in the basement of the Swan Lake Conservation 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.

BATHROOMS

- ☐ Toilets – clean & scrub
- ☐ –inside and out, including under the seat
- ☐ Showers – clean floors/walls and clean drain
- ☐ Sinks – Clean & disinfect
- ☐ Mirrors – Clean
- ☐ Trash – Remove all trash and replace the liner
- ☐ Floors – sweep & mop
- ☐ – Place bath rug & mop inside a laundry basket

GENERAL

- ☐ Remove all Decorations – confetti & glitter are **prohibited** from all facilities
- ☐ Summer – Turn A/C to 78
Winter – Turn Furnace to 50
- ☐ Vacuum – empty vacuum
- ☐ Turn off all lights & lock all doors
– please double check the patio door
- ☐ Return key to lock box
- ☐ ALL TRASH must be taken to the dumpster located in the campground.
- ☐ ALL floors must be mopped prior to check out



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

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 cabin rules and policies.