

# Saulsbury Lodge Cleaning Checklist

**To keep rental fees low we require the renter to clean the building before leaving. All or a portion of the cleaning deposit, at a rate of \$50/hour, may be kept for any cleaning we must do after you leave.**

## Trash

Empty all trash cans, replace bags, deposit trash in the campground dumpster or the dumpster in front of the building.

## Restrooms & Entrance Area

Sweep and mop floors.

## Main Room

Clean off tables and chairs.

Put tables and chairs away.

Vacuum carpet and use carpet spot cleaner on any stains.

## Kitchen

Remove food from refrigerator.

Make sure stovetop burners and oven are turned off and clean.

Clean off tables.

Clean sink and countertops.

Sweep and mop floors.

## Before You Leave

Reset heaters to #4 if they were used.

Make sure all the windows are closed and locked.

Make sure all doors are locked.

Make sure all lights are off.

## **The following cleaning items are located in the janitor's closet.**

Vacuum cleaner

Glass cleaner

Broom & dustpan

Toilet cleaner & brush

Mop, bucket, & floor cleaner

Sink & countertop cleaner

Trash bags

Carpet spot cleaner

Paper towels

**MAKE SURE ALL 3 DOORS ARE SECURED AND LOCKED BEFORE LEAVING**

**Please sign and leave this form in the mailbox inside the front door along with the building keys. Your deposit will be returned after staff has checked the building, or you will be notified if we are keeping all or a portion of the cleaning deposit.**

Signature\_\_\_\_\_ Date\_\_\_\_\_

**OFFICE USE ONLY** Checked by\_\_\_\_\_ Date\_\_\_\_\_ Additional Cleaning Charge\_\_\_\_\_