



Muscatine County Conservation

Saulsbury Lodge - Cleaning Checklist

Renters **MUST** clean the Lodge and surrounding area before leaving.

A fee of \$40/hour may be charged to any group failing to clean properly.

Additional fees will be charged for any damage to the building, equipment, or facilities.

Please use this reusable checklist to make sure cleaning is complete.

Main Room

- ☐ Wipe down tables and chairs
- ☐ Put tables and chairs away
- ☐ Vacuum Carpet
- ☐ Use carpet spot cleaner on any stains
- ☐ Sweep/mop in front of fireplace
- ☐ Wipe down walls or windows as needed

Kitchen

- ☐ Wipe down stovetop
- ☐ Clean sink
- ☐ Clean countertops and tables
- ☐ Make sure stove & burners are off
- ☐ Remove food from fridge
- ☐ Sweep & mop floor

Restrooms

- ☐ Wipe down sink
- ☐ Take trash out and replace bags
- ☐ Sweep & mop floor

Entrance Area

- ☐ Sweep & mop

Cleaning supplies are provided and located in the janitor's closet

- Sink & countertop cleaner
- Glass cleaner
- Paper towels
- Trash bags
- Toilet brush
- Carpet spot cleaner
- Vacuum
- Broom & dustpan
- Floor cleaner
- Mop & bucket

Before you leave

- ☐ Gather all trash and take it to the dumpster in the campground.
- ☐ Replace trash bags
- ☐ Close and lock windows
- ☐ Reset heat to #4 (if used)
- ☐ Turn off all lights
- ☐ Place key in mailbox before leaving
- ☐ Close and lock all 3 doors

Sign

Date

Please use the provided dry-erase marker to fill out this cleaning checklist.

Leave this checklist in the mailbox inside the front door along with the building keys.

Failure to leave Saulsbury Lodge clean and damage free will result in additional fees.