



ARAVADA

SPRINGS

Cleaning Checklist

At the conclusion of your event using the facilities please check off all appropriate items below. Your cleaning deposit will be returned if all items pass inspection by the Facilities Coordinator. If any items require cleaning, your deposit will be used for janitorial services and any remainder returned to you.

Rock House Lodge Checklist:

- Wipe down tables and chairs
- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Turn off all lights
- Put back all game supplies (pool table/ping pong table)
- Empty all garbage, and replace bags in container (Garbage bags are located in cleaning supplies tote in storage closet)
- Check all doors and make sure they are locked
- Check restroom for trash on floor, flush, and remove garbage
- Clean restroom with cleaning supplies provided (supplies are located in tote in storage closet)
- Sweep around fireplace area. Shovel ashes into bucket and dump in outside garbage (if cooled) Return bucket.
- Turn off swamp cooler

Kitchen and Patio Checklist:

- Wash all dishes and put away properly
- Wash, dry, and sanitize all counters and tables
- Empty all garbage, and replace bags
- Remove all food from the refrigerator
- Clean out freezer
- Unplug freezer
- Wipe out microwave
- Wipe out refrigerator
- Unplug refrigerator
- Turn off and clean stove and oven
- Wash and dry sinks
- Turn off faucets securely
- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Sweep deck of all debris
- Turn of all lights
- Check that all doors are locked
- Clean outside grill
- Turn off swamp cooler

Outside Areas Checklist:

- Return pool items
- Sweep deck
- Make sure all items have been removed from clothes line
- Empty all garbage and replace bags
- Pick up garbage. Leave grounds the way you found them
- Check restrooms for trash on floor, flush, and remove garbage
- Clean restrooms with cleaning supplies provided
- Clean tent area of all garbage and supplies brought in
- Return archery, volleyball, horseshoe, and zipline equipment to specified bin.