

Juneau Yacht Club

Cleaning List

Please notate anything that is not clean when you arrive for your rental and put this form into the drop box in the entry way. Thank you.

Main Hall

- _____ Clean and put away all tables and chairs
- _____ Remove all decorations from walls and ceilings
- _____ Empty garbage bags and replace bags
- _____ Re-stack the tables and chairs per the posted instructions
- _____ Sweep floor and wipe up any spills
- _____ Press “run” on thermostat if you adjusted the heat
- _____ Turn off lights

Hallway

- _____ Sweep floor and vacuum carpet mats
- _____ Remove all garbage and decorations

Restrooms

- _____ Empty garbage bags and replace bags
- _____ Sweep floor
- _____ Clean counters and sinks
- _____ Turn off fans and lights

Kitchen

- _____ Empty garbage bags and replace bags
- _____ Sweep and mop the floor
- _____ Wash, dry and put away all dishes and flatware
- _____ Empty refrigerator and freezer of your food and wipe clean, inside & out
- _____ Clean microwave and stoves, if used
- _____ Clean all counters and sinks
- _____ Turn off stoves, fans and lights

Graham Room

- _____ Clean tables, bar counter and sink
- _____ Remove all decorations
- _____ Empty garbage bags and replace bags
- _____ Vacuum carpet
- _____ Sweep and wipe up spills on floor behind bar
- _____ Return tables & chairs to their original arrangement
- _____ Press “run” on thermostat if you adjusted the heat
- _____ Turn off lights

Outside the Facility

- _____ Pick up all garbage, including cigarette butts
- _____ Sweep stairs and deck if needed
- _____ Clean barbecue grill, if used