

Closing Procedures for the Clubhouse At Windy Hill Farms

1. Trash needs to be taken to the outside trash cans. New trash bags should be placed in all trash cans.
2. Kitchen counters, cabinets and sink should be cleaned
3. Kitchen floors should be swept and mopped
4. Refrigerator should be cleaned out and cleaned of dirty fingerprints and spills
5. Bathrooms need to be cleaned, swept and mopped
6. Bathroom doors should be cleaned of dirty fingerprints
7. Furniture should be moved back to its original position
8. Folding tables and chairs should be returned to their original positions. Stack tables next to refrigerator. Chairs hanging on wall brackets or stack outside kitchen / store room
9. All floors should be swept and mopped
10. Ceiling fans should be turned off
11. Fireplace should be turned off
12. All light should be turned off
13. Thermostat should remain locked.
14. Check to be sure all windows are locked
15. Check that front and back doors are shut completely and locked.

Please keep the Clubhouse clean!