

## Clear Lake Yacht Club Rental Cleaning Procedures

**\*\*Stack folding tables in front of kitchen counter on their sides.**

**\*\*Stack chairs in back classroom along wall.**

**\*\*Place garbage in the bags and set them outside the kitchen door in the dumpster. Please take recycling to the fireworks drop. Make sure they are sealed. Extra bags are in the single cabinet -middle of the island. Extra garbage cans in garage.**

**\*\*Turn off ice machine and air conditioning if used.**

**\*\*If the loft is used, please vacuum. Sweep main room floor, bathroom floor and kitchen floor.**

**\*\*Turn off all lights.**

**\*\*Lock all lake-side doors then French door facing west. To lock French door- lift up on handle then turn dead bolt. The right side of the door must be bolted up and down first if you opened it. Then leave out the kitchen door-it will lock behind you when you. Make sure it is closed tightly.**

Emergency contact:

Margaret Osmundson cell 612-418-8856

Mark Tesar cell 641-529-0747