

Cleaning and closing the Rec

Meeting room

- Clean and wipe off counter tops, tables and appliances. Supplies are under the sink.
- Sweep up spills on the floor. Mops and brooms are in the trash can area.
- Empty refrigerator(s) ovens of any items you brought.
- Fold up chairs and tables, return any that were removed from storage back to storage.
- Dump trash into garbage cans and reline wastebaskets
- Make sure stove/oven and heaters are off. Lights too!
- Lower blinds and lock doors and windows.

Bathrooms

- Pick up rooms. Empty trash cans into outside cans, and re-line wastebaskets.
- Wipe down floors and counters if they are wet.
- Replace toilet paper as needed.
- Turn lights off and lock doors (the button is on the inside of the door handle)

Pool Area

- Clean up and sweep. Hose down any sticky areas-sweeping to drain or lawn areas.
- Return all outdoor furniture to original positions.
- Lower umbrellas
- Remove any signs posted along the road
- Properly dispose of trash.
 - Put re-cycling into the blue can, trash into the gray can.
 - Empty and reline cans near tennis courts (if used); trash cans can be left ½ full.
 - Remove any garbage/recycling items that do not fit into the DARA containers
 - Make sure all lights are off.