

# White Lodge Owners, Inc. Cleaning Checklist

3630 Colonial  
Pinckney, Michigan 48169

\*\*It is important that everyone who uses the Lodge helps to keep it clean and organized.  
We appreciate your help & couldn't do it without you!!\*\*

- Please check each item as completed.
- Please report any damage to the hostess.
- Cleaning supplies are located under sinks or on the porch next to the kitchen.
- The furniture in the living room is coated in Scotch Guard. Please use a damp cloth to clean any spills and notify the hostess if stain is not removed.**
- Garbage cans are located off the porch off the kitchen, outside the back door. If trashcans are full, please take what you can home with you to dispose of.
- Please return this form with the keys. Notes can be made on the reverse side as needed.

## LIVING ROOM:

1. \_\_\_\_\_ Close windows, remove fans, adjust shades to cover about 1/2 of the window.
2. \_\_\_\_\_ Wipe furniture if needed and place in original position.
3. \_\_\_\_\_ Vacuum all rugs in areas used, including entry. Vacuums are available on each floor. Please do not run the vacuums with all the lights on as the circuit will be overloaded.
4. \_\_\_\_\_ Sweep and drymop the hardwood floors. Clean any spills or footprints using water only. Dry the area thoroughly after cleaning.

## ENTRANCE HALL & DOWNSTAIRS BATHROOMS:

1. \_\_\_\_\_ Vacuum rugs, sweep & mop bathroom floors.
2. \_\_\_\_\_ Clean countertops, sinks, toilets as needed.
3. \_\_\_\_\_ Empty wastebaskets.

## DINING ROOM:

1. \_\_\_\_\_ Clean tables and chairs and return to original position.
2. \_\_\_\_\_ Sweep and drymop the hardwood floors. Clean any spills or footprints using water only. Dry the area thoroughly after cleaning.
3. \_\_\_\_\_ Close windows, remove fans, adjust shades to cover about 1/2 of the window.

## KITCHEN:

1. \_\_\_\_\_ Wash, dry, put away all dishes, utensils, and pans.
2. \_\_\_\_\_ Clean all counters, range tops, ovens, and sinks as needed. Make sure all ovens and burners are empty and turned off.

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KITCHEN Continued:

3. \_\_\_\_\_ Empty and clean any refrigerators used.
4. \_\_\_\_\_ Sweep and mop the floor.
5. \_\_\_\_\_ Empty wastebaskets.
6. \_\_\_\_\_ Tidy and sweep game area if used.

BEDROOMS:

1. \_\_\_\_\_ Removal all personal items.
2. \_\_\_\_\_ Empty wastebaskets.
3. \_\_\_\_\_ Make beds - replace all pillows and bedspreads.
4. \_\_\_\_\_ Vacuum rugs, dry mop hardwood floors. Clean any spills or footprints using water only. Dry the area thoroughly after cleaning.

UPSTAIRS BATHROOMS:

1. \_\_\_\_\_ Removal all personal items.
2. \_\_\_\_\_ Empty wastebaskets.
3. \_\_\_\_\_ Clean counters, sinks, toilets, and showers as needed.
4. \_\_\_\_\_ Mop floors as needed.