

Lake Arrowhead Club, Inc.
Check List for All Clubhouse Users

I. Kitchen:

- Clean stove and counters.
- Wipe out oven if used.
- Wash, dry and put away all club items that were used.
- Wipe down inside of refrigerator if used.
- Empty and clean ashtrays if used.
- Place all garbage in bags and place outside kitchen in cans.
- Place all recyclables in labeled containers outside kitchen.
- Sweep/Vacuum and mop floor.
- Renters* remove all items from the refrigerator. Do not leave ANY food or drink behind.
- Other clubhouse users* (other than renters) must leave all food that will be left behind in refrigerator.

II. Bathrooms:

- Empty trash basket.
- Wipe down sinks and toilets.
- Sweep/Vacuum and mop floor.

III. Pool Room:

- For member use only.* Renters please advise guests not to use pool table.
- Sweep/Vacuum and mop floor.

IV. Bar:

- Wash down counter.
- Sweep/Vacuum and mop floor.
- Empty and clean ashtrays if used.

V. Fireplace Room:

- Vacuum floor.

VI. Main Room:

- Fold and put away chairs in chair rack.
- Fold and put away tables.
- Vacuum carpet and tile floor (mop if necessary).

VII. Miscellaneous:

- Close curtains.
- Turn off all lights - upstairs, downstairs and outside front light.
- Turn off air conditioning/heating.

VIII. Outside Porch:

- If picnic tables have been moved, please put back in original place.
- Remove all trash and place outside kitchen door in trash cans provided.
- Please drag full trash cans to edge of street

Additional Notes:

- Do not leave any decorations, plates, cups, plastic cutlery or food.
- Please return thermostat back to original temperature setting.
- Take absolutely everything with you.
- Please do not drag tables across rubber carpet/tile floor separator in main room.
- *Please drag any full garbage cans to the street*

Thank you.