



Jean Paulson Lodge – Clean Up Checklist

- Wipe down all tables with proper cleaner. Store all tables and chairs neatly in the closet.
- Remove any decorations and items brought in with you to the lodge, including items left behind by any event attendees. We are not responsible for any items that are lost or stolen.
- Sweep or vacuum all floors then damp mop.
- Ensure bathrooms are tidy. This means cleaning toilets and sinks, replenishing toilet paper and cleaning up any paper towel from the floor.
- Clean kitchen entirely using paper towel or dish cloths provided with an appropriate cleaner.
 - Wipe off stove and inside of microwave if used.
 - All dishes must be cleaned and put away. Empty the dishwasher.
 - Ensure the dishwasher is clean and turned off.
 - Wipe off all tables, counters and leave sink clean and dry. Leave sink tubs and drying rack clean and free of dishes.
 - Empty and turn off coffee pot(s) and hot water.
 - Wash and dry any dishes, pots, coffee pots, urns, utensils and return to their original locations.
 - Empty the refrigerator and freezer of **all food brought with you**. Wipe fridge inside and outside as needed.
- **Take all garbage and recycling with you.**
- Clean up outside, pick up any litter left behind by your group.
- Before leaving, check to see that all doors and windows are closed, all lights are off, wood furnace doors are closed, and no water is running in either the kitchen or washrooms.
- **Be sure to lock all doors.**

Once completely locked up, drop off the key with Gabriela. Please let her know if any items need to be replenished (such as cleaning supplies, toilet paper etc). Thank you.

For any inquiries about the lodge rental please contact Gabriela Hamp at 250-692-3698 (home) or 250-692-9664 (cell). Or you can email: info@ominecaskiclub.ca