

## **Kitchen and Common House Cleaning Checklist**

The host of an event is responsible for making sure that all items on this checklist are complete immediately after the event. Note that if these items are not completed, the host may be charged a cleaning fee of \$20 or more on their next HOA invoice.

South dining room has concrete floors; north dining room has bamboo floors. Beverage area is adjacent to kitchen, where drinking glasses, tablecloths, and coffee/tea items are stored.

If you have questions, contact Bobbie Hayes at 919-929-3467 or Tanya Jisa at 919-433-7457.

- Place recycling in designated blue bins outside near trash receptacles.
- Wash all pots, dishes, glasses, serving items, and silverware. Dry and return them to their designated locations.
- Wipe down kitchen & beverage area counter surfaces with a mild bleach solution.
- Clean sinks with a low abrasion cleaner. Do not use steel wool or abrasive cleaners. Empty all sink strainers into compost.
- Empty compost into outside bin at rear of common house; clean & return compost bucket.
- Place used dishtowels in blue laundry basket. If multiple/most of the towels available have been used, please run them through the laundry and return to designated drawer ASAP.
- Turn dishwasher switch to the OFF position, remove stopper, and DRAIN.
- Ensure all other electrical appliances are turned OFF, such as the coffee maker.
- Return dining rooms to standard set-up. [Three (3) small rounds in south dining room with 5 wooden folding chairs at each.]
- Fold additional chairs and return to stacked position behind screen.
- Fold additional tables and return to closet in south dining room. Please stack carefully.
- Sweep all floors and mop up any spills.
- Take leftovers with you. Do not leave them in the common house refrigerator or cupboards.
- Empty all trash, including bathrooms, into outside bins. It is especially important that no foodstuffs are left in the trash receptacles overnight.
- Turn off lights. Reset the thermostat. Turn off fans. Close doors and windows.
- Give the place one last look and see if the common house is ready for the next event ~ preferably in better condition than you found it!

**Thank You!**

Send suggestions for this checklist or other common house issues to the common house committee at [pacificcommonhouse@gmail.com](mailto:pacificcommonhouse@gmail.com)