

**Cabin Cleaning Checklist:**

**Cabin #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- ☐ Wet wipe all mattresses.
- ☐ Remove/change and launder, offsite, the mattress enclosures.
- ☐ Check/monitor mattress enclosure for signs of bedbugs and report all findings to Park Manager or his designee immediately.
- ☐ Check mattresses for bed bugs and report any findings immediately to the Park Manager or his designee.
- ☐ Complete inspections of cabins to assist in confirmation that there is no existing bed bug infestation. Inspections include checking mattresses for activity and using flashlights to inspect for insect activity along mattress seams, wall board joints adjacent to the bed, and on bedroom nightstands.
- ☐ Vacuum all areas including carpeted areas, linoleum, and tile floors, under furniture and under the cushions on all furniture.
- ☐ Spot clean carpeting.
- ☐ Sweep, scrub, and mop kitchen floor, bathroom floor, and entranceway.
- ☐ Empty and wet wipe trash receptacles.
- ☐ Place new disposable liners in trash receptacles.
- ☐ Disinfect and scrub shower stall with a non-abrasive cleaner designed for stainless steel.
- ☐ Scrub and sanitize commode, sink, and medicine cabinet.
- ☐ Remove soap scum from sink and shower stall.
- ☐ Remove and discard any remaining soaps or products.
- ☐ Replace toilet paper on holder (stack any extra on the shelf provided).
- ☐ Clean kitchen as follows:
  - **Stove**
    - Clean glass top stoves and wet wipe top & front.
    - Clean and wet wipe range hood.
  - **Oven**
    - Clean and wet wipe front of oven door.
    - Clean oven door window.
    - Use a damp rag to wet wipe and remove crumbs from bottom of oven.
    - Clean oven using oven cleaner as necessary.
  - **Refrigerator**
    - Clean and wet wipe outside surfaces.
    - Clean and wet wipe inside racks and surfaces.
    - Clean and wet wipe in and under crisper drawers.
    - Remove any dirt from freezer and wet wipe inside.
    - Empty and clean drip pan.
    - Discard any items left in refrigerator.
  - **Sink**
    - Clean fixtures, sink, and wet wipe out sink using appropriate non-abrasive cleaner.
  - **Microwave**
    - Wet wipe front door.
    - Wipe interior
    - Remove microwaveable tray and wash tray.

○ **Cabinets and Countertop**

- Clean and wet wipe interior and exterior surfaces of under counter and overhead cabinets, including tops of overhead cabinets.
  - Clean and wet wipe countertop and adjoining wall surfaces.
- ☐ Dust and polish (wet wipe as necessary) all wooden furniture surfaces including kitchen table and chairs, living room chairs, couch, two (2) sets of bunk beds, double bed, end tables in living room and two (2) bedrooms, countertops, microwave cart, shelves, lamps, lampshades, and windowsills (remove all insects and spiders from windows and sills), doorways (inside and outside), and lights.
  - ☐ Spot clean and clean under upholstered cushions.
  - ☐ Dust and vacuum electric heat fixtures.
  - ☐ Fall/Winter: Ensure heaters are set at 60 degrees prior to leaving the cabin.
  - ☐ Check all lights, including porch light, and replace burned out bulbs in fixtures as needed.
  - ☐ Clean all mirrors with glass cleaner.
  - ☐ Wet wipe all mattresses.
  - ☐ Test smoke/fire alarms.
  - ☐ Remove marks and dirt from walls, ceilings, windows, heating units, and screens.
  - ☐ Sweep porch and remove cobwebs.
  - ☐ Check for articles left by previous occupants. If there are any, give them to the Park Office.
  - ☐ Notify the Park Office of any vandalism, breakage, repairs required, etc., before leaving the park.
  - ☐ Close and lock all windows.
  - ☐ Climb ladder and dust above curtain rods and clean upper windows.
  - ☐ Climb ladder and dust ceiling rafters and ceiling fans.

\* A more detailed explanation of cleaning requirements can be found in your contract.

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Camping Cottage (CC) Cleaning Checklist:**      **CC #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ Broom sweep and wet wipe floor.
- ☐ Empty and wet wipe trash receptacles. Place trash in dumpsters provided by the Park.
- ☐ Place new disposable liners in trash receptacles.
- ☐ Dust and polish (wet wipe as necessary) all wooden furniture surfaces including kitchen table and chairs, two (2) sets of bunk beds, double bed, ceiling lights, and windowsills (remove all insects and spiders from windows and sills), doorways, (inside and outside) and lights.
- ☐ Check all lights and replace burned out bulbs in fixtures, as needed.
- ☐ Wet wipe all mattresses.
- ☐ Remove/change and launder, offsite, the mattress enclosures
- ☐ Check/monitor mattress enclosure for signs of bedbugs and report all findings to Park Manager or his designee immediately.
- ☐ Check mattresses for bed bugs and report any findings immediately to the Park Manager or his designee.
- ☐ Launder mattress enclosures, offsite.
- ☐ Test smoke/fire alarms.
- ☐ Remove marks and dirt from walls, ceilings, windows, heating units, and screens.
- ☐ Sweep porch and remove all cobwebs.
- ☐ Check for articles left by previous occupants. If there are any, give them to the Park Office.
- ☐ Notify the Park Office of any vandalism, breakage, repairs required, etc., before leaving the Park.
- ☐ Close and lock all windows.
- ☐ Dust and vacuum electric heat fixtures.
- ☐ Fall/Winter: Ensure heaters are set at 60 degrees prior to leaving the cottage.
- ☐ Climb ladder and dust above blinds and clean upper windows.
- ☐ Climb ladder and dust ceiling rafters and ceiling fans.
- ☐ Contractor must complete inspections of cottages to assist in confirmation of no existing bed bug infestation and notify Park Office of any findings.

\* A more detailed explanation of cleaning requirements can be found in your contract.

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Yurt Cleaning Checklist:

Yurt #: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ Sweep and scrub floor.
- ☐ Empty and wet wipe trash receptacles. Place trash in dumpsters provided by the Park.
- ☐ Place new disposable liners in trash receptacles. Liners are provided by the Park.
- ☐ Clean kitchen as follows
  - **Stove:** Clean glass top stove and wipe top and front.
  - **Refrigerator:** Clean and wet wipe outside surfaces. Top must be dust free.
  - Clean and wet wipe inside racks and surfaces.
  - Clean and wet wipe in and under crisper drawers.
  - Remove any dirt from freezer and wet wipe inside.
  - Empty and clean drip pan.
  - Discard any items left in refrigerator.
  - **Cabinets and Countertops:** Clean and wet wipe interior and exterior surfaces of under counter and overhead cabinets, including tops of overhead cabinets.
  - Clean and wet wipe countertop and adjoining wall surfaces
- ☐ Furniture: Dust and polish (wet wipe as necessary) all wooden furniture surfaces including kitchen table and chairs, two (2) sets of bunk beds, double bed, countertops, microwave, lamps, lampshades, and windowsills (remove all insects and spiders from windows and sills), doorways inside and outside, and lights.
- ☐ Spot clean and clean under furniture.
- ☐ Check all lights and replace burned out bulbs in fixtures, as needed.
- ☐ Wet wipe all mattresses.
- ☐ Remove/change and launder, offsite, the mattress enclosures.
- ☐ Check/monitor mattress enclosure for signs of bedbugs and report all findings to Park Manager or his designee immediately.
- ☐ Check mattresses for bed bugs and report any findings immediately to the Park Manager or his designee.
- ☐ Test smoke/fire alarms.
- ☐ Remove marks and dirt from walls, ceilings, windows, heating units, and screens.
- ☐ Sweep porch and remove all cobwebs.
- ☐ Check for articles left by previous occupants. If there are any, give them to the Park Office.
- ☐ Notify the Park Office of any vandalism, breakage, repairs required, etc., before leaving the park for the day.
- ☐ Close and lock all windows.
- ☐ Dust and vacuum electric heat fixtures.
- ☐ Fall/Winter: Ensure heaters are set at 60 degrees prior to leaving the yurt.
- ☐ Climb ladder and dust ceiling rafters.
- ☐ Inspect yurts to assist in confirmation of no existing bed bug infestations.
- ☐ Climb ladder and clean interior of ten (10) foot high dome window.

- ☐ Remove cobwebs and insects from dome light area.
- ☐ Remove screen from ten (10) foot high dome window, clean, remove debris and insects, reinstall screen to dome window.
- ☐ Clean dome.

\* A more detailed explanation of cleaning requirements can be found in your contract.

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Semi-Annual Cabin Cleaning Checklist:

Cabin #: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ Remove and replace mattress cover
- ☐ Wet wipe down all mattresses & rotate monthly
- ☐ Check for bed bugs
- ☐ Vacuum all carpeted areas and under furniture
- ☐ Spot clean carpet
- ☐ Sweep, scrub, and mop kitchen floor, bathroom floor, and entryway
- ☐ Empty & wipe trash receptacles and replace disposable liner
- ☐ Clean bathroom, disinfect & scrub shower stall, commode, sink, & medicine cabinet
- ☐ Clean kitchen - stove, oven, refrigerator, sink, microwave, cabinets, & countertops
- ☐ Dust and polish furniture
- ☐ Dust and vacuum heat fixtures
- ☐ Clean all lights and check if there are any burnt out bulbs, report any burnt out bulbs to office
- ☐ Test smoke/fire alarms
- ☐ Remove marks and dirt from walls, ceilings, windows, heating units & screens
- ☐ Sweep porch and remove cobwebs
- ☐ Close and lock all windows
- ☐ Climb ladder and dust above curtain rods, ceiling rafters, & ceiling fans
- ☐ Climb ladder and clean upper windows
- ☐ Strip old wax from floors and new wax and buff floors
- ☐ Wash all windows inside and outside
- ☐ Clean all doors, walls, & ceilings
- ☐ Shampoo carpets
- ☐ Remove drapes and wash (offsite)
- ☐ Vacuum electric heat fixtures and refrigerator condenser
- ☐ Deep clean stove and oven
- ☐ Move and clean behind and under all furniture including refrigerator
- ☐ Clean all cabinets and drawers inside and outside

\* A more detailed explanation of cleaning requirements can be found in your contract.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Semi-Annual Camping Cottage (CC) Cleaning Checklist:

CC #: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Remove and replace mattress cover
- ☐ Wet wipe down all mattresses & rotate monthly
- ☐ Check for bed bugs
- ☐ Sweep, scrub, and mop kitchen floor and entryway
- ☐ Empty & wipe trash receptacles and replace disposable liner
- ☐ Dust and polish furniture
- ☐ Dust heat fixtures
- ☐ Clean all lights and check if there are any burnt out bulbs, report any burnt out bulbs to office
- ☐ Test smoke/fire alarms
- ☐ Remove marks and dirt from walls, ceilings, windows, heating units & screens
- ☐ Sweep porch and remove cobwebs
- ☐ Close and lock all windows
- ☐ Climb ladder and dust above rods, ceiling rafters, & ceiling fans
- ☐ Climb ladder and clean upper windows
- ☐ Clean window screens and clean plastic window flap inside and out
- ☐ Clean all walls & ceilings
- ☐ Clean ceiling fan/light assembly, globes, & light fixtures including porch light
- ☐ Vacuum electric heat fixtures & refrigerator condenser
- ☐ Move and clean behind and under all furniture
- ☐ Clean all cabinets and drawers inside and outside

\* A more detailed explanation of cleaning requirements can be found in your contract.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Annual Yurt Cleaning Checklist:

Yurt #: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ Remove and replace mattress cover
- ☐ Wet wipe down all mattresses & rotate monthly
- ☐ Check for bed bugs
- ☐ Sweep, scrub, and mop kitchen floor and entryway
- ☐ Empty & wipe trash receptacles and replace disposable liner
- ☐ Clean kitchen - refrigerator, microwave, & countertops
- ☐ Dust and polish furniture
- ☐ Dust heat fixtures
- ☐ Clean all lights and check if there are any burnt out bulbs, report any burnt out bulbs to office
- ☐ Test smoke/fire alarms
- ☐ Remove marks and dirt from walls, ceilings, windows, heating units & screens
- ☐ Sweep porch and remove cobwebs
- ☐ Remove screen from 10 ft high dome window and clean
- ☐ Clean window screens and clean plastic window flap inside and out
- ☐ Clean all walls & ceilings
- ☐ Clean ceiling fan/light assembly, globes, & light fixtures including porch light
- ☐ Vacuum electric heat fixtures & refrigerator condenser
- ☐ Move and clean behind and under all furniture including refrigerator
- ☐ Clean all cabinets and drawers inside and outside

\* A more detailed explanation of cleaning requirements can be found in your contract.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_