

Checked**Room Involved****Required Cleaning & Maintenance****Anasazi Hall**

Clean Off/Wipe Down All Tables
Neatly Stack Tables in Catering Storage
Dust Off/Spot Clean All Chairs with Warm, Heavily Diluted Soapy Water
Neatly Stack 8 Chairs/Stack - Catering Storage
Place Linens in Laundry Bags for Return to Vendor
Return All Ball/Sport Equipment to Ball Cabinet
Remove All Personal Items from the Area
Sweep with Dust Broom/Pan Fireplace Hearth
Check Room for Stray Cups/Plates/Personal items
Sweep Up Mess Crumbs
Damp Mop or Wipe Up Spills/Sticky Spots on Floors
Dust Mop Anasazi Wood Floors with 6 ft Mop in Catering Storage Room/Shake Clean in Parking Lot when done.
Return the Catering Storage to it Original Condition
Make Certain Candle Wax/Decorations are Removed from All Surfaces
Empty All Trash Cans & Replace Bags
Take Trash to Dumpster at South End of Parking Lot
Turn off all Music & Lights

Racquet Ball Court

(NO Black Soled/or Dress Shoes in This Area!)
Return All Equipment Neatly to Wall Cubbies
Wipe Up Any Spills
Sweep Up Debris like food/crumbs/mud
Remove Scuff Marks on Floors/Walls
Wash Glass Windows to Remove Hand Prints/Marks
Turn Off All Music & Lights

Patios

Remove All Food/Debris from Tables/Ledges/Shelves
Scrub all grease spots on patios from BBQ Grill's Dripping
Wipe All Tables and Chairs
Scrape BBQ Grills/Wipe Down for Next Guests Use/Restore Vinyl Grill Covers when Grill is Cool.
Notify Manager if Propane Needs Replaced
Gently, Return all Propane Heaters to Storage Location
Remove All Decorations
Check for Any Wax Drippings/Remove
Sweep Patio Areas for Food/Dirt/Crumbs/Decorations
Restore All Patio Furniture to Original Locations/Neat & Orderly
Check Surrounding areas for food, plates, cups, sports equipment, decorations, debris, trash. (All patios, Pond, Fountain, Ball Field, Horse Shoes, Bocce Ball, Tennis Court, Play Ground, Ramada.)
Empty All Trash Cans & Replace Bags
Take Trash to Dumpster at South End of Parking Lot
Turn Off All Music, Fountains, Lights

Snack Area

Clean Off the Tops of All Tables For Crumbs/Wipe Clean

Dust Off Suede of Bar Stools with Dry Rack/Hand
Sweep Floors: Under Tables and Stools
Return All Tables & Stools to Original Location
Turn Off Lights/Music at the Wall

Main Hall & Living Room

Search for Food/Cups/Plates/Debris/Personal items
Wipe Up Crumbs & Spills
Straighten Areas, Furniture, Pillows, Indian Blanket on Sofa,
Magazines, Billiards Table, Game Tables
Sweep/Mop any crumbs, dirt, spills
Turn Off TV & Put Remotes in Coffee Table Drawer
Dust Broom & Pan, Ashes/Dirt on Fireplace Hearth Toss into
Fireplace.

Kitchen

(All Supplies Located in Cleaning Closet)
Wash/De-grease Interior/Exterior of All BBQ Grills Used
All Cookware/Dishes Wash/Dry/Put Away
All Counters/Surfaces Wiped Clean/Dried
All Appliances - Event Food Removed
All Appliances - Interior/Exterior Cleaned, don't forget coffee
makers too.
All Sinks & Faucets Cleaned/Wiped Dry
Check Drawers for food debris & neat placement of utensils
etc.
Dirty Dish Clothes, Towels, Aprons piled on Floor next to
sink for the laundry.
Sweep Floors, don't forget on the other side of Snack Bar as
well.
Mop Up Spills/Sticky Marks
Push in Bar Stools Evenly
Empty All Trash Cans & Replace Bags
Take Trash to Dumpster at South End of Parking Lot
Turn Off All Lights

Swimming Pool/Spa/Saunas

Put Back and Make Neat ALL Pool Toys
Replace Pool Cover/Spa Cover
Gather/ Remove All Personal Items
Straighten Deck Furniture & Tables
Pick Up Any Trash (Band-Aids, hair ties, water bottles etc.)
Squeegee Decks For Excess Standing Water - Foam
Squeegee is Located Near Rinse Off Shower in NW Corner.
Turn Off All Pool/Spa/Saunas, Music & Lights

Locker Rooms

Check For & Remove All Personal Items - Don't Forget
Looking in Toilets, Showers, Shower Rods, Bars, & Hooks
Check All Lockers for Personal Items/Remove

Note & Locate with Guest any Missing Locker Keys. You will be charged \$3.00/missing key.

Squeegee Wet Floors & Showers - Squeegee is located in each shower stall

Wipe Off Counters & Vanities for Debry/Trash

Pick Up All Trash Off Floors in Lock Rooms/Toilets

Empty All Trash Cans

Place All White NP Towels in Wicker Hampers

Straighten All Benches & Chairs

Turn off All Lights & Music

Game Room

Remove All Food, Beverages, Crumbs, Trash, Debris

Put Back & Straighten All Furniture

Put Back All Wii Equipment. Controllers in Charger, and Disc in Protective Cases.

Remove All CD's/DVD's, Place in Proper Cases

Straighten Up Cords/Cables

Turn Off Power Buttons

Close Electronics Cabinet - Leave Penny on Top

Unplug Air Hockey Table, Return Paddles to Wall Niche

Return Pool Cues & Balls to Proper Location

Wipe Off Surfaces for Crumbs & Sticky Marks

Sweep Floors/ Mop Sticky Places

Empty Trashes/Replace Bags

Turn Off Music & Lights

Wellness Center

(Guest Children under 18 are NOT allowed to enter the Wellness Center. Adult Guest May Only Use This Area with Prior Arrangements with Management & Orientation.)

Wipe off All Equipment with Sanitizer after each use

Sweep up mud/trash/debris on floors

Put Everything Back

XM Radio & MP3's May only be played at a level 3 or 4 on the volume button.

Turn Off Music & Lights