DAY-USE LODGE CLEANING RULES

This document contains the cleaning rules which apply to all park lodges and those rules which are specific to individual parks.

Cleaning Rules for All Day-use Lodges:

1. Please leave the lodge in good condition when you check out.
2. Wipe off spills/food particles from tables and chairs/benches.
3. Wipe down all counters, kitchen and restroom sinks, refrigerators, stoves and microwaves.
4. Sweep all floors and mop up spills (lodge, kitchen, restrooms).
5. If you moved furniture, please return it to its original location.
6. Remove all decorations and other personal items which were used.
7. Pick up any litter outside.
8. Do a final check for personal items.
9. Close and lock windows.
10. Place all refuse in dumpsters, if provided.
11. Turn off lights, ceiling fans, and air conditioners.
12. Lock lodge doors when vacating the facility.

Park-Specific Rules:

AA Call:
- Leave keys where instructed.

Backbone Auditorium:
- There is no dumpster available at the auditorium. Please take refuse with you when you leave.

Backbone Beach Lodge:
- There are brooms and dust mops in the closet you may use for your clean up.
- Park concession operator will leave instructions on locking up and returning the key.

Beed's Lake:
- Brooms and mops are located in the locker inside the women's restroom.
- There is no dumpster available at the lodge. Please take your refuse with you when you leave.
- Keys may be left in the drop box at the park concession building.

Bellevue:

- Cleaning supplies are located in the kitchen cabinets/closet.
- Keys may be left in the lockbox at the lodge.

Clear Lake:

- Brooms and mops are located in the storage area.
- Keys may be left in the lockbox at the lodge or return to staff upon check out.

Fort Defiance:

- Keys may be left in the lockbox at the lodge.
- Cleaning supplies are located in the kitchen utility room.

George Wyth:

- Collapse and return all tables to their original location.
- Stack all chairs (six high) and return to original location.
- Replace liners in garbage cabins.
- Brooms and mops are located in the alley-way of the lodge.
- Return keys to park office.

Gull Point:

- Cleaning supplies are located in the kitchen closet.
- Keys may be left in lockbox located at the park office.

Lacey-Keosauqua:

- If the furnace is used, please turn thermostat to 50 degrees when leaving. If the air conditioning is used, please shut off prior to leaving.
- Cleaning supplies are located in the supply closet by the restroom.
- Keys may be returned to the lockbox by the lodge door.

Lake Ahquabi:

- Keys may be returned to the park office.
- Cleaning supplies are located in the storage room.

Lake Darling:

- Renters must return all tables and chairs to the storage room after each use.
- A cleaning checklist is provided for renters to follow.

Lake Keomah:

- Cleaning supplies are located in the kitchen closet.
- Keys should be returned to the park office.

Lake Macbride:

- Cleaning supplies are located behind walk-in door.
- Keys should be returned to park office.

Lake of Three Fires:

- Cleaning supplies are located in the kitchen closet.
- Keys should be returned to park office.

Lewis & Clark:

- Cleaning supplies are located in the utility closet.
- Return keys to park office.

Palisades-Kepler:

- Cleaning supplies are located in the kitchen closet.
- Return keys to park office/brochure box.

Pine Lake:

- Cleaning supplies are located under the counter.
- Leave keys on the counter upon departure.

Pleasant Creek:

- Fold and stack tables and chairs as you found them upon arrival.
- Broom and garbage bags are provided.
- Please take refuse with you when you leave.

Stone:

- Please do not stack the oak tables or chairs.
- Cleaning supplies and garbage bags are located in the supply closet and under the sink.
- Park staff will check out renters upon departure and reset alarm.

Walnut Woods:

- Please place pads and table benches (upside down) on top of tables.
- Cleaning supplies and garbage bags are provided inside the utility room near the kitchen.
- Phone park staff for check-out. Use the phone number provided at check-in.

Wapsipinicon Rotary Lodge:

- If the furnace is used, please turn the thermostat to 55 degrees when you leave.
- Cleaning supplies are located in the closet located in the restrooms.
- Return key to the lockbox by re-entering the code.
- Dumpsters are located in the campground or near the park office.

Wapsipinicon Boy Scout Lodge:

- Cleaning supplies are located in the utility closet.
- Return key to the lockbox by re-entering the code.