**CLEANING INSTRUCTIONS FOR PAVILION**

It is expected that the Pavilion will be cleaned by YOU and returned to its normal condition following your event.

1. Please vacuum the entire area of use. Vacuum and other cleaning supplies are kept in the storage closet in hallway between both bathrooms.
2. If any glass or dishes have been broken, PLEASE DO NOT use vacuum to pick up large pieces. PLEASE pick up large pieces and place in trash receptacle. A broom and dust pan are located in hallway storage closet for this purpose. Then use vacuum only to pick up VERY SMALL pieces only.
3. Please place dirty dishes, utensils, glasses, etc. into the dishwasher and set it to wash. Dishwasher ‘cubes’ can be found in cabinet to left of the dishwasher.
4. Please take note of furniture arrangement in the Great Room, see that all furniture is returned to its original position after your event.
5. Please place all recyclable items: glass bottles (NOT BROKEN GLASS!!) cans, cardboard, plastic bottles (but NOT plastic cups, plates or tableware), in receptacle marked for ‘RECYCLING’. Take this plastic bag to the dumpster area & empty its contents into the dumpster marked for RECYCLABES. DO NOT throw this plastic bag into the same dumpster – throw this bag into TRASH dumpster.
6. Please place all other trash into black plastic bags – extra black bags are in cabinet to left of dishwasher – and take out to TRASH dumpster.
7. Please clean and wipe down counters, glass surfaces, surface of stove, etc. in kitchen with WINDEX, also located in cabinet to left of dishwasher.

**IMPORTANT**: Residents: If the Pavilion is not returned to its original condition, your pre-paid deposit WILL NOT be returned.