



RIVER VALLEY RANCH

MEMORANDUM

To: Events
From: Brian Leasure, Becky Bone, and Karen Peirson
Re: Barn Cleaning Check List (typically around 8 man hours)

1. ___ Pick up trash, cigarette butts, gum from lawns, bushes, parking lot, and street.
2. ___ Put all party rentals or renter items on the lawn or patio.
3. ___ Pick up all trash in the Barn. (push broom, dry mop)
4. ___ Empty trash cans.
5. ___ Broom & dry mop trash & dirt in barn, off steps & into a trash bag
6. ___ Vacuum rugs and floor on main level and room on West side of barn.
7. ___ Vacuum upstairs carpets
8. ___ Clean all sinks, mirrors and toilets in bathrooms.
9. ___ Clean Kitchen and wipe out refrigerator.
10. ___ Wet mop wood floors and steps with wood floor cleaner or water. Change water.
11. ___ Wet mop sun room stone floor with floor cleaner or water. Change water.
12. ___ Wet mop both bathroom floors with tile floor cleaner. Change water.
13. ___ Clean any windows you can reach
14. ___ Return all rugs to the main room floor
15. ___ Vacuum all rugs and office on main level & empty bagless canister often.
16. ___ Return all furniture to the appropriate place. (Do not slide the furniture)
17. ___ Wipe all furniture, table tops, (especially the legs near floor) w/damp rag.
18. ___ Wipe off all beams and wood you can reach.
19. ___ Take trash to the dumpster next to Ranch House.
20. ___ Hose off patio in summer