



# Creasey Mahan Nature Preserve

12501 Harmony Landing Road ~ Goshen, KY 40026  
Office 502-228-4362 ~ [www.KYNaturePreserve.org](http://www.KYNaturePreserve.org)

REV. 12/2022

## FIELD HOUSE CLEANING CHECKLIST

Please use this cleaning checklist to leave the Field House as you found it and to be sure that your entire Cleaning Deposit is returned:

- PUT ONLY RECYCLED ITEMS IN **BLUE** RECYCLING BINS with **YELLOW LIDS** next to **large Dumpster - NO Trash, PLEASE**
- TAKE ALL TRASH/GARBAGE TO LARGE DUMPSTER in THE CORNER OF THE NATURE CENTER PARKING LOT ... do not leave inside the building.
- CLEAN UP SPILLS & MOP FLOOR, REMOVE ALL MARKS, TAPE, ETC.
- VACUUM CARPET
- WIPE DOWN TABLES AND CHAIRS
- CLEAN COUNTER TOPS AND STOVE TOPS, IF USED
- CLEAN AND PUT AWAY DISHES & POTS/PANS, IF USED
- WASH OUT KITCHEN SINK, IF USED
- DO NOT LEAVE FOOD IN REFRIGERATOR OR FREEZER
- CLEAN BATHROOM SINKS AND TOILETS, IF NEEDED
- TURN THERMOSTAT BACK TO: (WINTER=55°) (SUMMER=85°) SET FAN TO AUTO
- TURN OFF LIGHTS & FANS
- PLEASE LOCK ALL DOORS.

**Please NOTE: Cleaning supplies are located in the supply closet near the bathrooms.**

Your Cleaning Deposit check will be shredded unless other arrangements have been made or there is an issue with the way you left the Field House.

*...Consider leaving the building looking better than you found it!*

*Thank you for your support! – CMNP Staff*

### IN CASE OF EMERGENCY, CALL:

Mon. – Fri. 8:30 am - 4:30 pm.....228-4362

Nights & Weekends: Cullen Gallaher .....445-5087

Emergencies! David Wheeler.....807-0030 or Exec. Dir., Tavia Cathcart Brown.....523-9005