

Four Springs House & Lake Preserve Cleaning Guidelines for Working with Island Cleaning

Island Cleaners will provide the following services:

MAIN HOUSE

Back Rooms

- Vacuum and spot clean (if needed) carpets.
- Wipe down all surfaces and mop floors in bathrooms.
- Empty garbage cans

Living Room

- Sweep/mop floors.
- Wipe down surfaces.

Kitchen

- Wipe down all kitchen surfaces including refrigerator/oven if needed.
- Sweep/mop floors.
- Empty garbage cans.

*Clean smudges from widows throughout Main House.

MEADOW ROOM

- Sweep & mop floor.
- Wipe down counter surfaces.
- Clean smudges from windows.
- Vacuum foyer.

BARN

- Sweep and mop (if needed) barn floor

*Empty all garbage cans

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Renters are responsible for the following:

MAIN HOUSE

Back Rooms

Remove all personal items **1 hour & 45** minutes before contract end time.

Once cleaned, these rooms will be off closed and off limits.

Living Room

Remove all personal items **1 ½ hours** before contract end time.

Kitchen

Remove all personal items, including food from fridge **1 hour** before contract end time.

MEADOW ROOM & BARN

- Tables & chairs must be cleared, wiped down and put away **a minimum of 30 minutes** before contract end time.
- Decorations and personal items must be removed from floor surfaces **a minimum of 30 minutes** before contract end time.

OUTSIDE AREAS

- You are responsible for picking up all garbage (including cigarette butts) from all outdoor locations.
- You are responsible for all garbage that is not contained in a garbage can.
- You are responsible for removing any signage, etc.

*Please note that **renters are responsible** for assuring that all clean-up is completed before contract end time. Adhering to the timelines will assure that Island Cleaning will have the necessary time to meet their cleaning requirements.

****If you hire *Island Cleaning* to wipe down & put away your tables & chairs (*in or near Meadow Room only*), you are required to have them cleared **1 hour** before contract end time.**