

## Holy Trinity House Cleaning Checklist

Thank you for your reservation at the Holy Trinity House at Lutheranch. We are very proud of this fine facility and are excited at the future potential for expanded ministry at Lutheranch. We trust you and your group will have an inspiring and renewing time.

At Lutheranch, there is the need for guests to be actively involved in caring for the Holy Trinity House. There are very limited staff services available at Lutheranch so we appreciate your assistance in cleaning and caring for the facility and helping to prepare the Holy Trinity House for the next group.

In order to help accomplish this we have instituted a "Damage and Cleaning" deposit of \$75.00. This will also help to be good stewards of the Holy Trinity House and reduce operating costs. Your group is asked to undertake the following at the conclusion of your retreat. Failure to follow these guidelines or any damages or follow-up cleanup needed by staff will result in a forfeiture of part or all of the damage deposit.

### Kitchen

- Wash dirty dishes and put them away (or put in the dishwasher and run the dishwasher).
- Clean the counters along with the microwave, stovetop, and oven.
- Clean the coffee pot and empty the coffee filter.
- Sweep the floor.
- Clean refrigerator and remove ANY items.
- Empty trashcans and put trash bags on the porch.
- Unplug appliances such as the coffee pot and toaster to ensure they are off.

### Main Room

- ALL FURNITURE MOVED DURING THE RETREAT MUST BE RETURNED TO ITS ORIGINAL POSITION.
- Sweep the floor and tidy up.
- Wipe off counter, windowsills and other areas as needed.
- Stack chairs along the wall with the TV.

### Bedrooms

- DO NOT LEAVE FOOD WRAPPERS IN DRAWERS OR UNDER THE BEDS. This attracts outside creatures into the house.
- Clean bathrooms (cleaning supplies are located in the upstairs pantry).
- Sweep floors and wipe off mattresses as needed.
- Strip beds and bring ONLY the linens to the basket adjacent to the laundry room on the lower level. DO NOT REMOVE PILLOWS, MATTRESS COVERS, OR BLANKETS FROM THE BEDS.

### Miscellaneous

- **Please bring recycling home with you, as Haralson County does not recycle.** Recycling containers are located outside on the lower level under the porch.
- Please make certain that there is no gum on the carpet or furniture.
- Make certain that everything is neat, tidy and ready for the next retreat group!

Thank you for your help and for practicing good stewardship of the Holy Trinity House at Lutheranch! By signing below you agree to follow the requested guidelines on behalf of your group.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Holy Trinity House – Lutheranch  
Day Use Guidelines – 6/08**

We are pleased that you are interested in retreating at the Holy Trinity House at Lutheranch. We are proud of this new retreat facility and excited at future ministry opportunities that Lutheranch presents.

Arrangements at Lutheranch for day groups are unique. The Holy Trinity House is the only indoor gathering place for groups. It includes a kitchen and meeting room for up to 20 people. However, the restrooms are inside bedrooms and as a result the cleaning costs are considerable for day group use. Therefore we request your cooperation with the following guidelines:

- Please limit your group's use to the upper level of the Holy Trinity House.
- Please use only the designated restrooms (which will reduce cleaning costs).
- Follow the cleaning guidelines of the Holy Trinity House (see attached guidelines).

If the outlined terms and guidelines are acceptable to you and your group, the Holy Trinity House is available at one-half of the daily minimum cost of \$150.00.

By signing below, I agree to the guidelines for day groups as outlined above and to follow the cleaning guidelines as listed (attached).

Signature \_\_\_\_\_ Date \_\_\_\_\_