



DUCK CLUB CHECKLIST

1. Absolutely No flame candles! Non-flame candles are acceptable.
2. Fireplace is not available for use.
3. No inflatables or “bounce houses” allowed. No games or activities allowed outside of the Duck Club.
4. Do not tape, staple, nail or pin decorations to the walls or ceiling fans. It destroys the wood finish and leaves holes in the wood.
5. Wipe down tables and chairs and return them to storage room (cleaning supplies are not provided.)
6. Sweep all floors including the kitchen and bathroom.
7. If sinks and countertops were used, please wipe down.
8. If the refrigerator was used, remove all items and wipe down the interior and exterior.
9. If the stove or oven were used, clean up all spills and make sure the stove or oven is turned off.
10. If the microwave oven was used, clean any splatters and spills from the interior and exterior.
11. To empty trash - PLEASE PLACE TRASH INSIDE TRASH DUMPSTER AND CLOSE THE LID. This is to avoid



raccoons going through the trash. Crush aluminum cans with can crusher in kitchen. Deposit plastic or glass bottles in green recycling container.

12. Turn off temperature timer for the heater/air conditioner before leaving.
13. To access the barbecue grills please check “yes’ on your application to obtain the gas timer key. Please follow instructions near gas timer. A key is required to access the gas barbecue grill. Contact the Public Affairs department for more information. Charcoal or any other heat source is **not** allowed at the Duck Club or the San Joaquin Marsh & Wildlife.
14. Remove all decorations before departing the Duck Club as well as any signage or balloons along Riparian Road.
15. Turn off all the lights and ceiling fans.
16. Lock all the windows and doors, including the patio doors.
17. The Duck Club must be evacuated and locked by 10 p.m. – **No exceptions.**
18. For your safety and due to liability, we request that you do **not** remove the parking barristers near the Duck Club.