

## DUCK CLUB CHECKLIST

### DID YOU REMEMBER TO.....

- Return chairs to storage room and storage unit in main room.
- Sweep all floors including the kitchen and bathroom.
- Clean sinks, countertops, cabinets, microwave and refrigerator if used. Remove all personal food items.
- PLEASE PLACE TRASH INSIDE TRASH BINS OUTSIDE AND CLOSE THE LID
- Deposit plastic or glass bottles in recycling container
- Pick up trash around front and rear exterior of the Duck Club and place in trash bin (see #4 for instructions)
- Remove all decorations before departing the Duck Club including any signage or balloons along Riparian road
- Turn off lights, ceiling fans and AC/heater thermostat timers
- Lock all windows and doors
- Drop the key card in drop box

For emergency after hours assistance please call 714-397-5768

