

## Housekeeping Instructions

We ask that you please clean the home between the hours of 10:00 a.m. and 2:00 p.m. daily. On Monday after the tournament, please do not enter the home until after noon to allow time for our guests to depart and for us to clean out any items from the home.

Below is a list of requirements to assist you when cleaning the home:

### Bedrooms

- Make the beds daily and change linens on requested days
- Change the towels daily
- Tidy up room
- Vacuum and dust room on Friday as a new set of guests might be arriving that day

### Laundry

- Remove, wash, dry and fold all towel sets daily

### Bathrooms

- Clean mirrors, tub, shower, sinks, toilet and countertops daily
- Replenish toilet paper as needed
- Vacuum and mop all floors and rugs
- Leave two clean sets of towels, hand towels, and wash cloths per bedroom out daily. Display these items nicely on the towel rack in the bathroom. Please put two additional bath towels, hand towels and wash cloths per bedroom under the sink or in the laundry room where they can be easily found by staff or guests if additional towels are needed.

\* *Please discard all used soaps and leftover products on the day that bed linens are changed, as a new set of guests will be arriving that day.*

### Kitchen

- Tidy up the kitchen and wipe off all counters, tables and stove top
- Place dirty dishes in the dishwasher and start it prior to departing the home; empty dishwasher as needed
- Sweep and mop all floors; vacuum all rugs at least every 3 days

### General Pick-up

- Remove all newspapers
  - Empty all trashcans and move trash to outside container each day
  - Clean outdoor patio furniture and sweep steps, entrances and patios
- \* *Please do not smoke inside the home. Always lock the home upon your departure.*
- \* *Please do not set the home alarm before you leave.*
- \* *Please speak with the homeowner to make arrangements for a key/getting access to the home. If keys are found, please place on kitchen table where event staff will pick them up for new guests.*

If you have any questions prior to Masters Week or concerns during the tournament week, please contact the Corporate Quarters team: 706-860-6646

We appreciate your help in making this a successful Masters week!