KEY WEST WOMAN'S CLUB

HOUSEKEEPING GUIDELINES

July 2026

Purpose

These guidelines establish housekeeping expectations for the Key West Woman's Club and are intended to keep the clubhouse clean, organized, and properly cared for.

These guidelines apply to all members, volunteers, committees, and authorized users of the clubhouse.

Food / Beverage Planning

- Committee members should coordinate food and beverage needs with the event chair and/or co-chair and other volunteers, and communicate final plans to the Hospitality Director.

Dining Room Table

- Permission is required before using the large dining room table.
- Before using the table, place the protective table pad on it. The pad is located in the bottom left drawer of the Butler's Pantry.
- After use, clean the table and surrounding area and reset the table exactly as it was found.

Dishes, Flatware, and Glassware

- Everyday silverware in the top left drawer of the Butler's Pantry may be used.
- Do not use the real silver flatware located on the upper right side of the Butler's Pantry.
- Plates in the upper cabinets of the Butler's Pantry may be used.
- Glassware and stemware in the cabinets located in the storage area between the dining room and kitchen may be used.
- Whenever possible, use the Club's reusable plates, flatware, and glassware instead of single-use plastic products.

Tables and Chairs

- Additional tables and chairs are stored in the outside storage building.
- Chairs are located on the side porch or in the outside storage building.
- Tables and chairs may be arranged inside or outside to meet the needs of each event.
- After use, return all tables and chairs to the locations where they were found.

Tablecloths

- The committee or team using Club tablecloths is responsible for washing and drying them in the Club's washer and dryer.
- Fold the tablecloths neatly after they are dry.
- Return the tablecloths to the proper bin in the Butler's Pantry within one week.

Kitchen Cleanup

- Wash and dry all plates, serving pieces, utensils, and glassware and return them to their original locations.
- The dishwasher may be used for everyday silverware, drinking glasses, and other dishwasher-safe items.
- If the dishwasher is full, wash and dry the remaining items by hand.
- Start the dishwasher before leaving. Dishwasher detergent is located under the kitchen sink.
- Place wet dish towels in the kitchen bins located under the sink. They will be washed and returned to the kitchen.