

CLUBHOUSE CLEANING CHECKLIST

Please make sure that all of the following items have been completed and check them off to provide confirmation. When done, sign and date this form and leave it in the clubhouse.

- Vacuum all floors and carpets
- Remove all tape and taped items from doors and woodwork.
- Wipe off all countertops, tables and sinks in all rooms used, including bathrooms.
- Pick-up all trash from floors in all rooms used.
- Remove all trash created by your event, including in the bathrooms and from the building. If you dispose your trash in the pool dumpster; all trash must be placed inside the dumpster, not on the ground. After disposing your trash, the dumpster lock must be re-secured. Do not place any trash in the trash cans located in the park across the street. You must put new trash bags in any receptacles that you removed the trash from. There are new bags in each receptacle or in the supply closet.
- Remove all items from the clubhouse that you brought with you, including items from the refrigerator/freezer.
- Clean out any spills made in the refrigerator.
- Return any folding tables and chairs used to the storage room.
- Return any moved furniture to its original place.
- Reset the thermostat to 78 degrees in summer and 63 degrees in winter if you have changed it during your rental session.
- Turn off any lights that you turned on during your rental session.
- Lock front door and return key to the lockbox.

Note any damage that occurred during your rental session or comments: _____

Renter Signature: _____

Date: ____/____/____

Thank you for helping to keep our clubhouse neat and clean for the next community member holding their event here.

Inspected by: _____

Date: ____/____/____