



Property Manager

CLUBHOUSE CHECKLIST

After any event in the clubhouse, the renter is required to make sure the clubhouse is clean. You must be present at all times during the period the clubhouse is in use and are responsible for any damage caused by your invitees. The clubhouse will be inspected immediately after your use and any cleaning or repairs required will be deducted from the \$150.00 deposit.

Please carefully follow the clean-up checklist below.

GENERAL

- _____ Return all furniture to its proper location
- _____ Clean tables of all food and debris
- _____ Vacuum all carpeting and sweep tile floors
- _____ Remove all trash

KITCHEN

- _____ Empty all trash and replace can liners
- _____ Wipe down sinks and counter tops
- _____ Empty refrigerator and wipe down
- _____ Clean microwave oven
- _____ Mop floor if necessary

BATHROOMS

- _____ Flush toilets
- _____ Empty trash and replace can liners
- _____ Clean sinks of any paper, debris, hair, etc.
- _____ Sweep floors and mop if necessary

LEAVING BUILDING

- _____ Turn off lights
- _____ Turn off and unplug TV
- _____ Remove all personal items you may have brought
- _____ Lock doors
- _____ Remove debris from parking lot

The clubhouse will be inspected after each use. Refund of your deposit will be based on your compliance with the above requirements. Should it be necessary to clean or repair, those costs will be deducted from your security deposit. Please sign below and return with key.

(Please Print) Resident name and address

Resident Signature