

CLUBHOUSE EVENT CLEANUP CHECKLIST

The Association does not provide a cleaning service after each event. Several events may be booked back-to-back in the Clubhouse. Therefore, it will be necessary for the Homeowner(s) to leave the Clubhouse clean and returned to its original condition. Otherwise, you will be responsible for the cost of the additional cleaning service.

Warning: Any Vehicles blocking driveways or mailboxes will be towed.

Name of Homeowner(s)/Host: _____

Date of Event: _____

Type of event: (party, family, meeting, selling) _____

Time of Event: from _____ to _____

____ Kitchen cabinets and counter tops clean.

____ Refrigerator clean and empty. Sinks clean. No food or drinks left behind.

____ Wipe tables clean and if used clean stove, oven off, and burner off.

____ Tables and chairs returned to their original configuration.

____ Floors clean. Floor mopped if spills occurred.

____ Trash removed, liners replaced. Dumpster on east side of clubhouse.

____ Dirty washcloths or towels placed in plastic bin under countertop.

____ Thermostat to be set to 80 degrees in summer 65 degrees in winter.

____ Lights out. Ceiling fans left "ON". (in summer only)

____ Light switches, on inside, by BOTH French doors and are left in UP position.

____ Lock and deadbolt Both French doors.

____ Exit out door by thermostat, **LOCK UNLESS TOLD OTHERWISE.**

Comments:

Date Inspected: _____ Inspector's Signature: _____