

CLEAN UP CHECK LIST

KITCHEN

- Kitchen Counters wiped down with cleaner
- Kitchen Floor swept and washed (bucket and mop are in closet)
- Run garbage disposal and dishwasher
- Wipe inside and outside of all appliances used
- Remove all food items placed in the refrigerator
- Take all trash bags with you; replace with clean bags

There is no rubbish pickup at the clubhouse.

BATHROOMS

- Wipe counters and clean sinks
- Check and lock exterior bathroom doors leading to pool area
- Check and flush toilets (Use provided toilet bowl cleaner if needed)
- Turn off bathroom lights
- Empty trash containers; replace with clean bags

OTHER

- Vacuum carpeted areas, including foyer (vacuum in closet)
- Wipe down clubhouse tables
- Clean glass surfaces on end tables and coffee table
- Turn off fireplace, TV, and Cable box
- Return all tables and chairs to their original location
- Turn off ALL lights except the table lamp on the lobby table
- Lock all doors including closets

When finished with cleanup please sign this sheet and depending on the checkout arrangement made with your clubhouse committee contact, please contact him or her by phone that you are ready for inspection or if the hour is late please put the signed cleanup checklist on the lower part of the kitchen counter before locking the clubhouse at the end of your event. Thank you!

Resident's Signature: _____ Date: _____