

CLUBHOUSE CLEANING CHECKLIST

MAIN AREA-

- Remove decorations
Decorations can only be hung using the provided hooks on the wooden beams/posts/
window frames, fireplace mantle, and ceiling lights. Any other method will result in costs
deducted from your security deposit whether damages occur or not
- Clean sink, countertop, and tabletops with disinfectant wipes or spray
(located under sink and in furnace room)
- Clean stove and microwave(s), if used
- Sweep floor; mop if needed
- If necessary, vacuum area rug with ShopVac
- Empty all trash cans; replace liners when necessary
- Remove all food (opened and unopened) from refrigerator
- Remove all opened drinks from refrigerator
- Store folding tables and chairs in outside storage area
- Replace storage room key in kitchen counter-top cut.

RESTROOMS-

- Clean sinks and toilet seat with disinfectant wipes or spray
(located under sink and in furnace room)
- Clean toilet (**leave toilet as you would your own house**)
- Replace empty toilet paper rolls
- Clean floors with Micro Mop (**do not use regular mop**)
- Empty all trash cans and replace liners

OUTSIDE AREA-

- Empty large trash cans and replace liner when necessary
- Police the area of trash, decorations, and cigarette butts
- Remove decorations
 - You cannot use any adhesive on any painted surface or glass
 - You cannot use push pins/staples/screws/nails/to hang
things

If any of the above items were not satisfactory when you arrived, please correct and notify the clubhouse Chairman afterwards.

Member signature: _____

date _____

(rev 04-14-2025)