



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): _____

Date of Event: _____ Time of Event: from _____ to _____

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

- _____ Kitchen cabinets and countertops clean.
- _____ Refrigerator clean and empty. No food or drinks left behind.
- _____ Clean sink and run dish disposal.
- _____ 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. Mop is in the Men's Restroom
- _____ Trash removed. Liners replaced (located under counter). Dumpster on east side of clubhouse.
- _____ Dirty washcloths or towels placed in plastic bin under countertop.
- _____ All cleaning supplies returned to their original configuration.
- _____ Lights out. Ceiling fans left "ON". (In summer only)
- _____ Light switches, on the inside, by BOTH French doors and are left in UP position.
- _____ Lock, latch, and deadbolt both French doors.
- _____ Close and secure all windows.
- _____ Exit out hallway door. Do NOT lock. This will be done after you have exited.

Comments: _____

Homeowner's Signature: _____

Date Inspected: _____ Inspector's Signature: _____