

CLUBHOUSE CLEANUP CHECKLIST

- 1. ALL TRASH CONTAINERS MUST BE EMPTIED AND REMOVED FROM SITE.**
- 2. ALL FLOORS AND RUGS MUST BE SWEEPED, MOPPED AND VACUUMED.**
- 3. CLEAN KITCHEN COUNTER TOPS, TABLES, SINK, APPLIANCES, AND CLEAN ANY DISHES. THE DISHWASHER SHOULD BE EMPTIED WHEN FINISHED.**
- 4. REMOVE ALL FOOD, BEVERAGES AND ICE FROM REFRIGERATOR AND FREEZER. WIPE DOWN ANY SPILLS.**
- 5. ALL RESTROOMS MUST BE PROPERLY CLEANED, INCLUDING TOILET, EMPTYING THE TRASH, CLEANING SINKS, MIRRORS AND MOPPING THE FLOORS.**
- 6. ALL INSIDE FURNITURE MUST BE RETURNED TO ITS ORIGINAL POSITION.**
- 7. SWEEP THE DECK AND PICK UP TRASH. PLACE ALL OUTSIDE FURNITURE IN ITS PROPER POSITION.**
- 8. IF USING THE CHAIRS AND TABLES THAT ARE IN THE OUTSIDE STORAGE CLOSET, THEY MUST BE CLEANED AND PLACED BACK IN THE STORAGE AREA NEATLY. MAKE SURE DOOR IS LOCKED. AT NO TIME MAY THEY BE REMOVED FROM THE PREMISES.**
- 9. ALL OUTSIDE DECK DOORS MUST BE LOCKED.**
- 10. ALL DOORS AND WINDOWS MUST BE CLOSED AND LOCKED.**
- 11. TURN OFF ALL LIGHTS.**
- 12. THE CLUBHOUSE HEATING / AIR CONDITIONING THERMOSTAT SHALL BE MAINTAINED DURING THE SUMMER MONTHS AT 80 DEGREES AND WINTER MONTHS AT 60 DEGREES WHEN THE CLUBHOUSE IS NOT IN USE.**
- 13. THE CLUBHOUSE SHOULD BE CLEANED IMMEDIATELY FOLLOWING THE EVENT, SO THAT THE NEXT PERSON IS ABLE TO USE IT.**
- 14. IN THE EVENT YOU FIND SOMETHING WRONG, PLEASE CONTACT CLUBHOUSE CARETAKER OR ANY BOARD MEMBER IMMEDIATELY.**