

## CHECKLIST FOR CLEAN UP AFTER CLUBHOUSE FUNCTIONS

Because our clubhouse is frequently used for community functions any resident (or Deerlake community group) using the space is expected to keep the clubhouse clean and ready for the next event. Recently, we have had an increasing number of oversights in cleaning after various functions so we are providing this checklist and sign off. Cleaning supplies are located under the kitchen sink and in the second ballroom closet poolside. Use this list to be certain each task is completed; sign; and leave the checklist on the kitchen counter after the event for the Clubhouse Committee inspection. CHECK EACH ITEM AS COMPLETED. Clean-up rules are the same for DVCA groups as for rentals. Thank you for your attention to these tasks!

### KITCHEN:

- o Wipe down counters and appliances.
- o Clean stove and oven if used.
- o Wash dishes and utensils and return to proper place.
- o Mop floor.
- o Remove **all** food and beverages from counters as well as the refrigerator and freezer.

### MAIN ROOM:

- o Mop foyer.
- o Spot clean any spills on furniture and return moved furniture to the original location.
- o Turn off fireplace if used.
- o Be sure no candles are left burning.
- o Turn off lights and fan.
- o Set heat to 68°; AC to 78°. (See posted notes.)

### BALLROOM:

- o Return all chairs and folding tables to their proper location. Each ballroom closet has an inventory list on the inside of the door. Be sure all items are stored in the correct location.
- o Dust mop or vacuum the floor.
- o Turn blinds to **slant up** to keep out sun.
- o Turn thermostat to System: OFF, Fan: AUTO.
- o Turn off lights and fans. Be sure outside (gazebo and porch) lights are off and doors are pulled to lock.

### GENERAL:

- o Take home and launder all used tablecloths and dishtowels. (Be sure to treat spots or stains before laundering.) Return them by 12 (noon) the next day. **Be sure tablecloths are on the appropriate colored hangers.** The colored hanger list is posted inside the door. To avoid this responsibility, one may use their own tablecloths.
- o Take **all** trash (including from both men's and women's restrooms) home. Please recycle whenever possible.
- o Turn off all outside lights.
- o Make sure all doors are locked.

\_\_\_\_\_(initial)I understand that the tasks on the Checklist for Clean Up must be completed, and that failure to do so properly (e.g. All items returned to their designated locations; counters and floors cleaned; and all bathroom wastebaskets emptied) will result in the forfeiture of no less than \$35 (one hour of janitorial service) or any amount up to the entire security deposit of a rental.

Resident responsible: \_\_\_\_\_ Date: \_\_\_\_\_