

CLUBHOUSE CLEANING CHECKLIST

To ensure that the Clubhouse has been returned to its original condition, please verify that you have:

- Left the facility in a vacuum-clean condition with all trash removed.
- Returned all furniture to its original position.
- Emptied all wastebaskets and put new liners inside.
- Placed full trash bags in designated trash receptacles outside.
- Wiped down all countertops and tables.
- Cleaned the stovetop, microwave oven, oven, refrigerator, and dishwasher.
- Swiffer-mopped the kitchen floor.
- Removed all food from the Community Center.
- Restored thermostats either to a 76-degree cooling or a 66-degree heating temperature.
- Turned off the gas fireplace and lights.
- Shut and locked all windows.