



# CLUBHOUSE CHECKLIST

CLEANING SUPPLIES LOCATED IN THE TALL CABINET NEXT TO THE REFRIDGERATOR. ONLY USE APPROVED & SUPPLIED CLEANING PRODUCTS. MICROFIBER RAGS ONLY ON APPLIANCES!!!



## 1. OUTDOOR PATIO - GRILL AREA

- Clean grill, Clean & return grill utensils to GRILLING DRAWER
- Clean glass table & Wipe down chairs. Return all Furniture to original positions
- Turn off propane tank for grill
- Close ALL umbrellas FULLY & replace covers.
- Sweep area
- Empty trash & replace trash bag - return cans to original positions
- Close gate



## 2. CLUBHOUSE - INDOOR

- Clean any used kitchen utensils & return to appropriate drawer
- Clean glass tables & wipe down Charis
- Unplug & remove all personal items
- Clean counter tops, backsplash & sink
- Wipe down Refrigerator, Microwave & Oven - Clean if necessary - Refrigerator stays at setting #
- Wipe down walls & Doors - if needed
- Sweep & Swifter Floor
- Empty trash & replace trash bag - return cans to original positions
- Shut off TV & Sound Bar - Return remote to original location
- Shut off Air Conditioner , Lights & Fans



## 3. LOCK UP

- Remove all personal items - Clubhouse must be left as found for the following day's events
- Fee's will be charged for missing, broken & uncleaned items
- You may leave the clubhouse & bathroom keys in the LOCKED clubhouse along with this checklist for Pete to pick up or Office Dropbox (if office is closed)
- Your deposit will be returned after the Clubhouse has been approved by staff the following day.

SLIP # \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TENT/ PD: \_\_\_\_\_

OPENING APPROVE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTER: \_\_\_\_\_

DEPOSIT PD: \_\_\_\_\_ RETURNED \$: \_\_\_\_\_

Issues: \_\_\_\_\_

CLOSING APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_