|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Image result for party clip art |  |

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| --- |
|  |
| clubhouse checklist |
|  |

 |

# Cleaning supplies Located in the tall cabinet next to the refridgerator, Only use approved & supplied cleaning products. microfiber rags only on appliances!!!

# 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 |

# 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 |

# lock up

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

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

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

|  |
| --- |
|[ ]  Remove all personal items – Clubhouse must be left as found for the following day’s events |
|[ ]  Fee’s will be charged for missing, broken & uncleansed 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. |