|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [Image result for party clip art](http://www.google.com/imgres?imgurl=http://images.clipartpanda.com/adult-birthday-party-clip-art-GetReadyToParty5.gif&imgrefurl=http://www.clipartpanda.com/categories/adult-birthday-party-clip-art&h=500&w=500&tbnid=XJXKxrBUZw9ACM:&zoom=1&docid=S5fAGIR4LNAiJM&ei=XslQVfrtNYPnoATnz4CwDw&tbm=isch&ved=0CFgQMygfMB8) |  | |  | | --- | |  | | 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. |