

Carriage Park

Clubhouse Walk-Through Checklist

Please use the check list below to help you in leaving the clubhouse in the manner in which it was given to you. If you have any questions, please ask! If you feel you are unable to clean the clubhouse properly as stated below, it is your option to hire a cleaning service at your expense and have it completed by noon the next day.

Social Area

- ___ Clean all tabletops (also windows and doors if needed)
- ___ Vacuum all carpet areas
- ___ Replace furniture to its original placement
- ___ Remove any party decorations including any and all tape. (Please DO NOT use tape on painted surfaces!)
- ___ Remove any balloons that may have escaped to the ceiling. This is to avoid entanglement on fans. (You will need to arrange use of clubhouse ladder which is kept in the basement.)

Kitchen Area

- ___ Wipe down countertops, fronts of cabinets and clean spills in stove.
- ___ Remove all food from refrigerator and freezer and wipe down, inside and out
- ___ Make sure any appliances used are turned to the "OFF" position
- ___ Mop kitchen floor using water and designated floor cleaner
- ___ If items are put in dishwasher, make sure it is run and emptied.

Bathrooms

- ___ Clean mirrors, vanities, and faucets.
- ___ Wash out toilet bowls with brush and cleaner and leave toilet seat up to help prevent mildew.
- ___ Mop bathroom floor with floor cleaner.
- ___ Replace toilet tissue and paper towels if necessary.

Last but not least....

- ___ Reset thermostat to 88 COOL (summer) or 55 HEAT (winter)
- ___ Remove all trash both inside and out. Place in garbage receptacle outside in closed bags. Replace new bags in inside cans. (This includes pool area if function was approved for pool use.)
- ___ Turn off lights and make sure all inside doors (bathrooms/closet) are locked and clubhouse is secure. Please return key promptly.

Please treat "our" clubhouse like your own home and keep it nice for the future.