

SUBJECT: CLUBHOUSE CLEANUP CHECKLIST  
AMENDED: FEBRUARY 2015

ARR NUMBER 2.1c

POLICY: To provide the checklist of cleaning tasks that are to be completed in the Clubhouse by the renting co-owner prior to the return of the key and the rental deposit.

1. All carpeted areas are to be vacuumed.
2. Kitchen [If used] is to have the floor swept and wet mopped [WET SWIFFERED IN KITCHEN NOT PERMITTED].
3. Bathroom floors are to be swept or vacuumed and wet mopped or wet swiffered.
4. Foyer floor is to be swept or vacuumed and if necessary wet mopped or wet swiffered.
5. All sinks and counter tops are to be wet wiped clean.
6. All toilets cleaned.
7. Oven, refrigerator and microwave wiped clean.
8. All furniture returned to its original position.
9. All trash is to be removed (including restrooms).
10. All personal items are to be removed (i.e. leftovers from closets, cupboards, refrigerator, etc.).
11. Clean fireplace (if used) by removing all ashes and wood.
12. \*The co-owner is responsible to turn off all the lights. (Ref ARR 2.1a, Item 14a)
13. \*The co-owner is responsible for turning down the thermostat to 62°F degrees [in the winter] and/or turning off the air conditioner during the spring/summer months. (Ref ARR 2.1a, Item 14b)
14. \*The co-owner is responsible to close and lock all doors and windows when leaving the clubhouse. (Ref ARR 2.1a, Item 14c)

\* NOTE: Failure to complete the noted items will result in an automatic \$25.00 additional charge for each incomplete item.

Cleaning Equipment: Mops, buckets, vacuum cleaner, broom, dustpan and garbage bags are in the closet of the upstairs front room. Cleaning supplies (soap, cleaners, etc.) are located under the sinks in the bathrooms and kitchen. Provide your own Swiffer if you wish to use one.

The clubhouse is inspected before and after use. If you are asked to re-clean an area – please do so. The inspecting person is/has been fair with cleaning standards that are attainable by all individuals.

Security Deposit will be held until a satisfactory final inspection is attained. If any repairs or professional cleaning is required to return the Clubhouse to its condition prior to the rental, the cost(s) will be deducted from the security deposit.

IMPORTANT NOTE: If you find the Clubhouse in an unsatisfactory condition prior to rental use, please make a list of the items and contact the Management Company in a timely manner.