

## RENTAL CHECKLIST FOR CLUB HOUSE

### **NO DECORATIONS MAY BE PINNED, NAILED, OR TAPED TO WALLS OR CEILINGS**

- ≥ **Garbage has been placed in garbage bags, tied, and placed in garbage outside All kitchen door, and lids placed on top of garbage cans**
- ≥ **Both bathrooms cleaned; trash cans emptied and small trash bags put back in trash cans (found in shopping bag when you enter storage room directly to your left)**
- ≥ **Floors swept, mopped, and cleaned in meeting room, bathrooms, and kitchen; back room as well if used. Mopped with cleaner in large blue bottle under kitchen sink**
- ≥ **Everything in kitchen cleaned: stove, microwave, sinks, countertops, refrigerator, dishwashers if used**
- ≥ **Blinds are NOT to be raised or lowered**
- ≥ **All tables used need to be cleaned. Supplies under the sink in kitchen**
- ≥ **All decorations have been removed both inside and out**
- ≥ **Outside entryway and parking lot needs to be cleaned and swept if necessary**
- ≥ **Air conditioning/heater, and hot water needs to be turned off**
- ≥ **All lights turned off**
- ≥ **Kitchen door should NOT be closed**
- ≥ **Gate closed**