

CLUBHOUSE CLEANING CHECKLIST

Items to be checked for cleanliness and damage. Include notes:

KITCHEN

- Stove _____
- Refrigerator _____
- Sink _____
- Countertops _____
- Floors _____
- Garbage taken out and placed in garbage totes _____
- New trash liner (located in storage closet) placed in can _____

COMMUNITY ROOM AND STORAGE CLOSET

- Tables and chairs – returned to storage closet or previous location _____
- Tables cleaned, folded, and leaned carefully against the wall in storage closet _____
- Chairs cleaned and stacked in the storage closet _____
- Walls _____
- Plants – returned to their previous location _____
- Tables must be washed off before being put away _____
- Floor must be swept and mopped – not sticky _____
- Storage closet locked after use _____
- All windows and doors closed and locked _____

BATHROOMS

- Bathroom floors must be mopped – not sticky _____
- Garbage taken out in bathrooms _____
- Bathroom sinks must be clean _____

Other notes: