# 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:**

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