# 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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