

Procedure for Closing of Clubhouse

Please sign and leave the completed checklist on the kitchen clipboard. Your cleaning and security deposits will be returned/shredded after the clubhouse has been inspected.

To receive the cleaning deposit, please complete the following:

- Remove all food from the refrigerators.
- Clean the inside and outside of refrigerator as needed.
- Wipe clean all counters, sink and tables in the social room.
- Clean all dirty dishes and utensils and put them away where you found them.
- Empty the dishwasher (*do not leave dishes in dishwasher*).
- Neatly arrange tables and chairs, and return all other furniture to where you found it. There should be only 44 chairs in the main assembly room.
- Store extra chairs in the shower room and folding tables in the office.
- Sweep, vacuum and/or mop all floors as needed. Mops, brooms, vacuum & cleaning supplies can be found in hall utility closet.
- Empty all trash cans & receptacles, and replace with new bags (bags are in the hall utility closet).
- Take trash to the fenced enclosure on Northpoint Drive. Place trash into appropriate containers. Recycling bins are next to the trash bins.
- If the outside deck umbrellas are used, return them to the shower room for storage (September – May).

To receive the security deposit, please complete the following:

- If the grill is used, be sure to turn off gas at the pipe. Grill tools should be cleaned and stored under the grill. Replace the cover on the grill after it is cool.
- Ensure that any fires in the fire pit have been completely extinguished.
- Turn off all lights, fans and exterior lights.
- Adjust thermostat to 80° F in summer and 60° F in winter.
- LOCK ALL DOORS.** There are six doors in all: four exterior doors, one door to the kitchen and one from hallway to social room. Return key to lock box, rearrange numbers and close door and window to lockbox.
- SET THE ALARM before you leave.** Instructions are posted in the hallway.

FAILURE to complete all items may result in loss of cleaning and/or security deposits.

Signature of Renter: _____

Date : _____ **Time:** _____