

MEADOWGLEN CLUBHOUSE CHECKLIST

****HOMEOWNER WILL BE REIMBURSED THEIR DEPOSIT ONLY AFTER**

- 1. THE CLUBHOUSE HAS BEEN CLEANED.**
- 2. THE CLEANING CHECKLIST HAS BEEN COMPLETED, SIGNED & PLACED ON THE KITCHEN COUNTER.**
- 3. THE CLUBHOUSE HAS BEEN INSPECTED.**

PLEASE CHECK EACH ITEM AND LEAVE ON KITCHEN COUNTER.

- () Bathroom counter top, mirror, sink and toilet cleaned.
- () **ALL** waste baskets emptied and trash removed from the clubhouse.
- () Kitchen counter tops and sinks cleaned.
- () All kitchen appliances wiped out: refrigerator, stove (including drip pans), oven and microwave.
- () ALL food removed from refrigerator and freezer.
- () Coffee pot cleaned and put away.
- () Carpet vacuumed.
- () Tile & hardwood floors swept and mopped.
- () Furniture in its original location.
- () Furniture and carpet (check for any new stains or damage).
- () Tables & chairs wiped off and returned to storage room.
- () All tape/streamers removed from walls/ceilings.
- () Spillages on any surfaces including walls or windows cleaned.
- () Doors and window glass cleaned of fingerprints.
- () All doors locked, lights turned off & **THERMOSTAT reset to original program.**

Special Note: If the trash receptacles located outside the back door are full, please take your trash with you to dispose of it at home. DO NOT use trash receptacles in pool, playground, tennis court, or parking lot.

Note here if any items were not cleaned prior to usage or if any items are not working:

A MINIMUM FEE OF \$25 WILL BE CHARGED IF THE CLUBHOUSE IS NOT CLEANED IN COMPLIANCE WITH THIS SHEET. IF PROFESSIONAL CLEANING IS REQUIRED, YOU WILL BE CHARGED AT THE RATE OF \$25 PER HOUR TO BE DEDUCTED FROM YOUR DEPOSIT.

I understand that if clubhouse is not cleaned according to standards, a cleaning fee will be charged.

PLEASE SIGN/DATE: Signature _____ Date _____