

Clean Up Checklist

Reserving Member: _____

Date of Reservation: _____

The reserving member must complete the following checklist in order to receive the clean up deposit back. Clean up must be completed no later than noon of the following day of reservation. The inspecting member will make note of any deficiencies and report them to the Board or Social Coordinator as soon as possible. The Board will decide the amount of the fine depending on the deficiencies.

1. _____ All trash cleaned up inside and outside. All trash placed in dumpsters on the driveway. New trash bags put in all emptied trash cans. Move all dumpsters to the street.
2. _____ All floors vacuumed or mopped.
3. _____ All countertops cleaned.
4. _____ All bathrooms cleaned.
5. _____ Kitchen cleaned and all supplies put away. This includes all dishes, glasses, ashtrays, etc.
6. _____ Pool house and pool area cleaned up.
7. _____ Outside bar and grill area and Pavilion cleaned up. This includes hosing down area if too much food and drink was spilled on the ground.

This checklist must be signed and returned to the Social Coordinator before the clean up deposit is returned to the reserving member. **NO EXCEPTIONS!!!!**

Inspecting Member _____

Date of Inspection _____

Any Damage to the Club (inside or outside) is the Reserving member's Responsibility and MUST be reported to the Board or Social Coordinator ASAP!!