

## WATTERS CROSSING CLUBHOUSE CLEANING AND SECURITY CHECKLIST

This list MUST be completed in full prior to leaving the clubhouse. Your signature is required on this document before returning the key to the clubhouse coordinator. Please initial on the assigned space, indicating that you have completed the task. Cleaning supplies, vacuum, and mops can be found in the kitchen and rear hall closets.

You WILL be assessed for all items that are found to be in non-compliance.

- Lock ALL doors and close and lock ALL windows before leaving. For DOOR(S) UNLOCKED THERE WILL BE A FEE ASSESSED. FEE **\$100**
- Set alarm before leaving. You do NOT need to use the # or \* buttons. FEE **\$100**
- Sweep and vacuum all floors. FEE **\$40**
- Mop after any functions where food is served. FEE **\$20**
- Clean counter tops, tabletops, stove, and microwave. Make sure refrigerator and freezer doors are closed. FEE **\$20**
- Put ALL trash (from kitchen and bathroom) in the bins located outside.
- Replace trashcan liners in kitchen and both bathrooms before you leave. FEE **\$40**
- Turn the air conditioning to 80 degrees (summer season) or the heater to 65 degrees (winter season) before you leave. FEE **\$20**
- ◊ Return all furniture to its original position in all rooms used. Please LIFT furniture—do not drag, it will damage the floor. FEE **\$40**
- Turn of all lights and ceiling fans. FEE **\$40**
- ◊ Remove ALL decorations prior to leaving. Helium balloons are not permitted. NO tape of any kind on walls. All wall damage will be deducted from your deposit. MINIMUM FEE **\$40**

Please report any damages, household cleaning supply refill needs, or an unclean clubhouse to the coordinator immediately. Thank you for your cooperation and have a great time!

By signing below, I confirm that the above checklist was completed in full at the end of my event. Printed name of renting party Signature name of renting party.

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