

**SHADOW LAKE CLUBHOUSE
CLEANING AND USAGE CHECKLIST
(REVISED JUNE 2007)**

Place an "X" When Completed

1. Carpets Vacuumed _____
2. Floors swept, mopped, if needed _____
3. Kitchen sink, refrigerator, microwave
Cleaned inside/out _____
4. Counter Tops and tables wiped off _____
5. Furniture vacuumed _____
6. Glass on doors cleaned _____
7. Furniture moved back in place
(2 stools by bar and 4 by counter) _____
8. Windows and doors closed and locked _____
9. No pins or tape on walls _____
10. All decorations removed _____
11. Trash – All cans emptied and trash
removed from Clubhouse _____
12. Litter (including cigarette butts)
removed from area around Clubhouse _____
13. Restrooms – Clean wash stand
counters, toilets, urinals, floors (if needed)
and mirrors _____
14. Thermostat turned to 62 degrees (heat)
in winter or 84 degrees (A/C) in summer _____

Door key will open door under Clubhouse for mop and bucket.

ALL ITEMS MUST BE CHECKED/COMPLETED FOR THE NEXT RENTAL BEFORE DEPOSIT IF RETURNED.

Thanks.

Your Clubhouse Coordinator