

POST DEER CREEK VILLAGE CLUBHOUSE CLEANING CHECKLIST

HOMEOWNER NAME AND PHONE
NUMBER

KITCHEN:

ALL Countertops are to be wiped clean, sanitized, no crumbs or sticky spots. Make sure to wipe down the fronts of cabinets and appliances.

Empty fridge and wipe clean, return removed shelves/drawers to fridge. Empty food from the freezer, ice may be left, but utensils or ice scoops are to be removed.

Clean the microwave and the oven inside and out.

Clean and dry the kitchen sink. Run the disposer with water, making sure the disposal is free of debris.

Run the dishwasher and unload prior to leaving.

RESTROOMS:

Clean & sanitize countertops, mirrors and commodes.

Empty trash, and replace liners.

Refill soap and toilet paper with supplies found in the kitchen pantry.

TABLES AND CHAIRS:

Clean all tables and chairs, removing any tape, or decorations that were used.

Store tables and chairs in the storage closet.

DECORATIONS:

Make sure no decorations remain; all balloons, tape and streamers removed.

Return rugs.

Turn off all stereo and television equipment and return the remotes to the top of the tuner.

Clean all glass surfaces including windows so that no fingerprints remain.

ALL FLOORS:

Sweep all floors including the kitchen, bathroom and bathroom hallway.

Vacuum or sweep all rugs.

Mop all spills

Empty Vacuum Cleaner

TRASH:

Empty all trash throughout the clubhouse and take to the trash bins outside of the clubhouse.

Replace all trashcan liners.

Pick up all litter in adjacent yards, clubhouse/pool lawn, streets and parking lot.

FINAL WALKTHROUGH:

Reset the thermostat: **Heat setting is 68°; air conditioner setting is 78°.**

Turn off all lights and close all interior doors and the door between restrooms and clubhouse.

Lock all doors, including deadbolts. **LOCK DOOR GOING TO RESTROOMS.**

Set the alarm for AWAY If an error is given, double check all doors to the pool area.

Lock up!

Homeowner _____

Print

Signed

Deer Creek Village HOA By _____

Date _____ Time _____

[] Approved [] Disapproved. Reason _____