

# POST DEER CREEK VILLAGE CLUBHOUSE CLEANING CHECKLIST

HOMEOWNER NAME \_\_\_\_\_

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. **ONLY USE RECYCLABLE TRASH BIN FOR PLASTIC BOTTLES AND ALUMINUM CANS.**

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 2731 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 \_\_\_\_\_

Reservation Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

### **GREAT ROOM & KITCHEN:**

- **Clean and Sanitize:**
- All Doorknobs, Countertops & Cabinets (no crumbs or sticky spots)
- Refrigerator (inside & outside, empty food, drinks)
- Microwave & Oven (inside & outside)
- Wash, Dry & return all kitchen utensils to drawers, cabinets
- Sink & Faucet
- Clean all glass surfaces including windows so that no fingerprints remain.
- **All personal property removed, including any rentals from third parties**

### **TABLES AND CHAIRS:**

- **Clean and Sanitize** all tables and chairs, removing any tape, or decorations that were used.
- Return tables and chairs to the storage closet, neatly placed.

### **RESTROOMS:**

- **Clean and sanitize** doorknobs, countertops, mirrors, and toilets.
- Empty trash and replace liners.
- Refill soap, paper towel and toilet paper with supplies found in the kitchen pantry and front closet.

### **DECORATIONS:**

- **NO TAPE on any surface including the ceiling, walls, doors, bricks or windows!**
- Make sure no decorations remain; all balloons, and streamers removed.
- Wipe all accent tables and lamps.
- Return rugs, tables and chairs to their original spaces and storage.
- Turn off all stereo and television equipment, return the remotes to the top of the tuner.

### **ALL FLOORS:**

- Sweep all floors including the kitchen, bathroom and bathroom hallway.
- Vacuum or sweep all rugs.
- Mop all floors using only hot water, no cleaners of any kind. Sticky floors are not considered clean.

### **TRASH:**

- **Empty all trash throughout the Clubhouse, Restrooms, and place in outside trash bin of the Clubhouse. If outside bin is full, you are required to take the trash bags to your home. Do not leave outside of trash bins. Replace all trashcan liners.**
- **Pick up all litter, paper, balloons, etc., and cigarette butts on clubhouse grounds, adjacent yards, sidewalks, and parking lot.**

### **FINAL WALKTHROUGH:**

- Reset thermostat: Heat setting is 68°(winter); Air Conditioner setting is 78°(summer); Turn Off Fireplace
- Turn off all inside lights, close all interior doors and the door to hallway between restrooms and clubhouse.
- Lock all doors, including deadbolts.
- Set Alarm – 2731 AWAY, If an error is given, double check the doors to the pool area.

Leave, Push Front Door from Outside to Close. Check the front door to make sure the door locked. **Charges and Fees:** Clean fees will be deducted from the deposit if cleaning is necessary. Cleaning charges will be calculated at \$35 per hour with a minimum of \$35.

Repair fees will be deducted in the event of any damage to the grounds, the building or any property within. Repair charges due will be actual costs incurred to repair damages plus a 10% service fee.

Applicant agrees to pay the cost of labor and materials for cleaning and repairs. The applicant agrees to pay to the Deer Creek Village HOA the balance of said charges, if any. Under no circumstances is the liability of Applicant to the owner limited by the amount of deposit.

NSC agrees to return the remaining balance of the premises deposit to the applicant within thirty (30) days of the rental.

Homeowner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_