

**CHECK LIST FOR:
PINEWOOD VILLAGE OF MELBOURNE HOMEOWNERS ASSOCIATION INC.
RESERVATION AND USE AGREEMENT**

Clean up instructions and checklist for the clubhouse after its use.

_____ Take down and remove any decorations and the attachments used to hang them.

_____ Replace all furniture to its original placement.

_____ Vacuum carpets.

_____ Sweep/Mop floors

_____ Wipe down countertops, sinks and tables used

_____ Wash, Dry and put away any dishes used.

_____ Dispose of liter, debris, and trash (put in trash can by side of building)

_____ Secure windows, doors and turn all lights off.

_____ Place window shades and curtains to original closed position (if opened).

_____ Clean all appliances used (oven, stove top, refrigerator etc.)

_____ Shut A/C off.

_____ Return key/s to designated representative.

Completed checklist signed and returned to designated representative.

SIGNED: _____

Phone# _____

Date: _____

Deposit Returned: YES / NO (if no, **WHY**). _____
