

Lanai Condominiums

12th Floor Reservation Cleaning Checklist

Please complete and return to Resident Manager

The reservation check out list must be completed, by the manager or designee of the manager. The \$300 deposit check will be voided, shredded or returned pending satisfactory inspection of the facilities. If the facilities are left in poor condition, the responsible party will forfeit some or all of the \$300 deposit and cover any additional cost of damages, cleaning or repairs determined by the Resident Manager.

Cleaning Checklist:

- Return All items to their original location
- All surfaces cleaned and wiped down, including, kitchenette, high top bar, tables and chairs. (This also applies to the outdoor rooftop and billiard room.)
- Vacuum carpets throughout rented space.
- Sweep and mop hard surface flooring.
- Remove all materials and decorations brought to the facility. Only use masking or painters' tape (not Scotch tape)
- Remove all personal items from the refrigerator.
- All trash bagged and taken down to trash dumpster; new trash bag in container.
- Cover gaming tables and return all gaming accessories where they were found.
- All outdoor rental space must be swept and cleaned.
- Turn off all lights
- Adjust thermostat to 62 degrees
- Lock and secure main entrance doors as well as all sliding doors.

I hereby affirm that I have read and agree to the cleaning checklist and have performed the tasks and duties listed above.

X _____ Date _____
Signature of Responsible Party

X _____ Date _____
Signature of Resident Manager or designee

Office Use- Refund
Status

Hold- Due
to
Following