

## Peppertree Clubhouse Cleaning Checklist

rev 0

### Instructions:

Please initial each item as it is completed. Cleaning supplies and trash can liners are located in the cabinet under the sink in the kitchen area. Additional bathroom supplies are located in each cabinet under the bathroom sinks. Floor broom, dust pan and vacuum cleaner is located in the tables / chairs storage room.

Sign your name and fill in the date at the bottom of the sheet as indicated. Leave the completed checklist on the kitchen counter.

1. Wipe down and clean all tables. Return tables and chairs to the designated storage area. \_\_\_\_\_
2. Use the push broom / dustpan to sweep and remove trash from the entire tile floor area in the large meeting room, restrooms and kitchen area. Vacuum the small carpeted room. \_\_\_\_\_
3. Remove all items stored in the refrigerator and/or freezer (if used). \_\_\_\_\_
4. Wipe down the kitchen counter, sink area, stove top (if used), clean microwave oven (if used) and refrigerator handle. \_\_\_\_\_
5. Wipe down and clean sinks and counter tops in each restroom. \_\_\_\_\_
6. Wipe down the main clubhouse entry door handles. \_\_\_\_\_
7. Empty all trash containers in the main meeting room. Insert new trash can liners in each container. Deposit trash in the trash collection canisters located in the corner of the parking lot. \_\_\_\_\_
8. Empty all trash containers in both restrooms. Insert new trash can liners in each container. Deposit trash in the trash collection canisters located in the corner of the parking lot. \_\_\_\_\_
9. Set thermostat to 80 degrees (if system is in the AC mode) or 60 degrees (if system is in the Heat mode)\_\_\_\_\_
10. Turn off all lights in the clubhouse, including restrooms. \_\_\_\_\_
11. Ensure that the sliding door and the back exit door are closed and locked before setting the alarm. The main entry door must be closed before setting the alarm. If an exit door is not closed when the security system alarm is set, it will trigger an alarm. Lock the main entry door after you exit the building. \_\_\_\_\_

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

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

### RENTERS:

Please use the area below to identify any issues that you may have encountered as you were completing this cleaning checklist: (For example: Lack of cleaning supplies, faulty or broken equipment, chairs, tables, etc)