

# Clubhouse Checklist

Unit # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

All cleaning supplies and bags that are provided are under the kitchen sink or in the kitchen closet. Mop and Bucket are in kitchen closet. Vacuum is in the closet off the hall going into the Great Room.

In	Out		Area	Comments
			<b>Great Room</b>	
			All table tops and cube tables are clean	
			All folding tables and chairs are clean and put away	
			Sofas are clean, including under/in-between cushions, including bar stools	
			Furniture has been arranged to the original configuration	
			Carpet has been vacuumed and free of stains - including under furniture and tables	
			Entry tile has been mopped	
			All windows are free of finger prints and smudges - inside	
			Fireplace has been cleaned - If used	
			No staple, tacts or nail holes - No masking or scotch tape	
			No glitter, confetti or similar items	
			All remotes are placed on top of TV	
			<b>Bar</b>	
			Counter tops and bar are clean and free of spills	
			Walls and switches are free of splashes, food and finger prints	
			Sink is clean	
			Dishwasher is clean and emptied	
			Floor area has been mopped (including hall to kitchen)	
			<b>Kitchen</b>	
			Stove top clean - including control panel, burners, drip pans and behind knobs	
			Stove below burners on top of oven is clean	
			Oven is clean and free of ash	
			Bottom stove drawer is clean - free of spills and crumbs	
			Vent hood is clean	

		Microwave is clean inside and outside	
		Refrigerator is clean inside and out - no extra food left - including freezer	
		Sink is clean	
		Counter tops are clean	
		Walls and switches are free of splashes, food and finger prints	
		Floor area has been mopped, including under stove and refrigerator	

		<b>Restrooms</b>	
		Rooms are generally in order - paper towels, TP scraps and other trash is cleaned up	
		Stalls and toilets are clean	
		Any water spills/messes are cleaned up	
		Counter tops and mirrors are clean	
		<b>Please notify maintenance @ 720-385-8158 of any papertowel, toilet paper or soap outages.</b>	

		<b>General</b>	
		All cleaning supplies have been put away	
		Mop and bucket have been rinsed and put away	
		All trash has been taken to dumpster - new bags in trash cans	
		All doors are closed and locked - dead bolt and knob (as follows)	
		Door to restroom hallway off kitchen	
		Back doors from Great Room to Pool Deck	
		Door to Game Room - only the knob lock can be locked	
		Front Doors to Great Room	
		<b>Do Not Lock Dead Bolt on door from restroom hallway to pool deck!!</b>	

**Any questions or concerns should be referred to maintenance at 720-385-8158**

Taking Possesion: Name printed \_\_\_\_\_

End of event: Name printed \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

CCHOA Agent \_\_\_\_\_

CCHOA Agent \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date: \_\_\_\_/\_\_\_\_, 20\_\_\_\_