

01.15.2026

CLUBHOUSE CLEAN-UP GUIDELINES FOR PRIVATE EVENT USE

1. LEAVE BUILDING AS YOU FOUND IT
2. VACUUM THE CARPETED AREA AND MATS
3. SWEEP, MOP ALL HARDWOOD FLOORS
4. CLEAN ALL APPLIANCES AND SURFACES USED THROUGHOUT
5. TURN OVEN AND STOVE TOP OFF
6. CLEAN, EMPTY, PUT AWAY ALL DISHES FROM DISHWASHER AS REQUIRED.
7. CHECK BATHROOMS, CLEAN AS NECESSARY
8. EMPTY ALL GARBAGE AND TRASH INTO LARGE LINED CAN IN SPA ROOM
9. MOVE LARGE CAN TO CURB FOR WEDNESDAY PICKUP, RELINE SMALL CANS
10. RETURN LARGE CAN TO SPA AREA FOLLOWING PICK UP
11. RETURN TABLES AND CHAIRS TO SPA AREA
12. TAKE HOME KITCHEN TOWELS, CLOTHS, MOPS, PADS – WASH AND RETURN.
13. WHEN LEAVING TURN OFF ALL LIGHTS, LOWER THERMOSTAT TO 60 DEGREES, LOCK BUILDING.

REMINDER:

- THE RESERVING RESIDENT MUST BE PRESENT AT ALL TIMES DURING THE EVENT
- THE FIREPLACE CANNOT BE USED FOR SAFETY REASONS
- NO WALL HANGINGS, BRACKETS, SHELVES OR FIXTURES SHALL BE ATTACHED TO THE WALLS
- SUGGESTED HOURS FOR CLUBHOUSE EVENTS ARE BETWEEN 9:00 AM AND 10:00 PM
- REPORT IMMEDIATELY ANY PROBLEMS THAT MAY NEED ATTENTION