KITCHEN:

\_\_\_\_\_ Floor swept and mopped

\_\_\_\_\_ Water at sink not running or dripping

\_\_\_\_\_ Stove and microwave turned off and wiped off

\_\_\_\_\_ Counter tops cleaned and cleared

\_\_\_\_\_ Food and beverages brought into the Clubhouse removed from refrigerator & freezer (including ice)

RESTROOMS:

\_\_\_\_\_ Toilets, sinks, counters, floors, and walls clean

\_\_\_\_\_ Water not left running or toilet malfunctioning

\_\_\_\_\_ External doors to restroom locked and keys returned

\_\_\_\_\_ Heaters turned off

\_\_\_\_\_ Trash placed in the outside trash “toter”.

CLUBHOUSE:

\_\_\_\_\_ Carpet vacuumed and stains removed

\_\_\_\_\_ All windows and doors closed and locked

\_\_\_\_\_ Furniture returned to designated place (care should be taken not to mar wall or floor surfaces)

\_\_\_\_\_ Thermostat returned to setting as indicated

\_\_\_\_\_ All exterior doors shut completely and locked with keys (if provided) returned

\_\_\_\_\_ Tape/pins/decorations removed from wall surfaces

TRASH:

\_\_\_\_\_ Kitchen and bathroom trash placed in outside trash “toter” located in breezeway

\_\_\_\_\_ Plastic bottles and aluminum cans placed in outside recycle “toter” located in breezeway

\_\_\_\_\_ If smoking area used, ashtrays emptied and trash placed in appropriate “toter”

OTHER:

\_\_\_\_\_ All alcohol (if used) removed from premises and copy of ABC permit attached to signed checklist

\_\_\_\_\_ All internal lights turned off

\_\_\_\_\_ Grounds immediately surrounding the Clubhouse cleaned of trash

CERTIFICATE – Affirmation of Clean-Up\*

I hereby affirm that I followed this clean-up checklist and did not cause or leave any

situation that resulted in damage to the facility (including marring of the floors or walls).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of authorized user) (Date)

\*This signed checklist must be left on the counter (with ABC permit if required) and facility inspected by the VOW Clubhouse Committee before security deposit can be returned.