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.