

## Kirkman Preserve Clubhouse Cleaning Checklist

Renter is to provide ALL cleaning supplies and cleaning equipment, including, but not limited to: trash bags, brooms, mops, etc. Please take care of the hardwood floors and do not use water to mop. Only damply clean up any spills. Full mopping will be done by the cleaning service.

**Please check off each item below**

### **Kitchen:**

- Clean counter tops, microwave (interior and exterior) and all other surface areas \_\_\_\_\_
- Bag all trash and place in the garbage cans in the dumpster in the parking lot \_\_\_\_\_
- Sweep floors \_\_\_\_\_
- Empty refrigerator COMPLETELY ( no ice bags, water, etc.) \_\_\_\_\_
- Wipe down windows and doors to remove any fingerprints \_\_\_\_\_

### **Main Area:**

- Sweep floors \_\_\_\_\_
- Wipe tables and chairs \_\_\_\_\_
- Ensure all pillows and cushions are in place \_\_\_\_\_
- Turn off the television \_\_\_\_\_

### **Hallways:**

- Sweep floors \_\_\_\_\_

### **Bathrooms:**

- Bag all trash receptacles (including under paper towels) and place in the garbage cans in the dumpster in the parking lot \_\_\_\_\_
- Sweep floors \_\_\_\_\_
- Ensure that all toilets and urinals are flushed \_\_\_\_\_
- Clean countertops \_\_\_\_\_

### **Final Check**

- Return Thermostat to 77° in summer or 66° in winter \_\_\_\_\_
- Turn off all lights \_\_\_\_\_
- Lock all doors: Lake side \_\_\_\_\_ Both doors to the pool side \_\_\_\_\_ Interior door to Bathrooms \_\_\_\_\_

### **Outside:**

- All porches and any other outdoor area used by your guests must be free of trash and debris \_\_\_\_\_

**Renter's Name:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_ Full Day \_\_\_\_ AM ½ day \_\_\_\_ PM ½ day \_\_\_\_\_

**Signature of Renter Date** \_\_\_\_\_

**Please take a picture of this completed form for your records.**

**Please leave your signed copy on the kitchen counter in the Clubhouse Rental Folder**