



# Pinecliff Lake Community Club

## Clubhouse Rental Cleanup Check List

### KITCHEN

- Counters: Spray clean
- Sink: Scrub clean all 3 basins Ex: wall, base and drain of each sink.
- Refrigerator: Empty completely, wipe down interior freezer and frig
- Floor: Swept and Mopped

### BATHROOM

- Counter/Sink: Spray clean
- Toilets: Flushed and Cleaned
- Floors: Swept and Mopped
- Trash: Emptied and bag replaced (small white bag under sink ladies room)

### MAIN ROOM

- Wood Table & Bar: Spray Clean
- Folding Tables: Wipe down & Put on Cart  
Capacity of Cart 10 tables (round or long can be mixed)
- Garbage & Recycle Cans: Empty, Wipe down, Bag replaced  
*Black bag* for Garbage, *Clear bag* for Recycle
- Floors: Swept using large flat dust broom and Mopped
- Fans: Turn off by Pull Chain
- Windows: Closed & Locked
- Doors: Closed & Locked
- Heat: Turn Down to 60 degrees (cooler months)

**I Certify ALL of Check List Completed:**

Signature \_\_\_\_\_

Name: \_\_\_\_\_ DATE: \_\_\_\_\_