

# MIRRORMONT COUNTRY CLUB

## Rental Cleanup Checklist

The cleanup procedure should be completed by the end of your reserved rental time. The facility will be inspected by a board member to confirm the cleanup and checklist are complete. If any further cleanup is required, you will be notified and given an opportunity to complete it within a timeframe set by the rental trustee. The Security Deposit Fee will be returned when the checklist has been completed, signed, and any inspection issues resolved. Any cleaning or security fees in excess of the deposit amount shall be attached to the renting member's billing statement.

If any issues are found when you arrive at the clubhouse, please take photos and notify the rental trustee.

### Main Room

- Decorations removed – all staples, tape, pins & nails removed
- Window blinds up / opened
- Projector Screen put away
- Projector Remotes Replaced
- Table surfaces wiped clean before storing
- Fold and Stack all tables (front corner of room)
- Stack chairs and place along non-windowed wall
- Carpet vacuumed and cleaned of any food debris
- Fire extinguished and stone swept/vacuumed
- Close and LOCK side door facing tennis courts \*

### Kitchen

Cleaning supplies are found in the kitchen under the sink.

- Wash and put away dishes, if used
- Run and empty dishwasher, if used
- Wipe down all counter tops
- Scour sink with BARKEEPERS friend and wipe dry
- Clean inside microwave
- Clean stove tops and any oven spills
- Remove all food from refrigerator & freezer, clean any spills
- Sweep and wet mop kitchen floor
- Empty garbage can and place in garbage bins near shed
- Empty recycle can and place in recycle bins near shed
- Empty compost bin and place in yard waste bin near shed
- Replace liners in garbage and recycling cans (new bags are located under kitchen sink)
- Table clothes laundered and replaced, if used

### Bathrooms

- Wipe down toilets and sinks
- Sweep floors, wet mop if needed
- Empty garbage cans, replace with new liners if needed
- Close and LOCK bathroom exterior doors \*
- Close bathroom interior doors \*

## Outside

- Remove any signs or balloons used for directions to the clubhouse
- Pick up all toys in pool and playground area
- Pick up all garbage in the pool and playground area (including food, candy, and toy wrappers; drink containers)
- Umbrellas back in the down position, if opened
- Patio chairs arranged neatly
- Table tops cleaned
- BBQ grill cleaned and cover replaced, if removed

## Entry Way / Exit Procedure

- Sweep flagstone, wet mop if needed
- Turn off all interior lights, light switches are near front door and near pool door
- Close Storage Room Door \*
- Close and LOCK back door to the pool \*
- Close and SLIDE TOP AND BOTTOM BOLT LOCK on the front entrance door \*
- Close front entrance, set alarm, return alarm key (make sure lock box is locked)

\* The alarm will not set properly if you leave any interior or exterior door ajar. If you have issues setting the alarm, check the doors.

Notes for Rental Trustee:

By signing, you confirm all items on this checklist have been completed and the clubhouse is in the same or better condition as when your rental began.

Rental Party: \_\_\_\_\_

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_