

The Pond
Clubhouse Reservation Agreement
Clean Up Checklist

To Be Returned to Maximum Property Management along with Key

*** - - - Check off duties when completed

- **Note:** Levolor shades are not to be raised or lowered. They must remain in down position at all times. **Additionally:** Please **NO** balloons inside clubhouse.

___ **Vacuum Carpet**

___ **Mop Floors !!!**

___ Check **Carpet** for **Stains**

___ Clean **Kitchen Sink** and **Counter Tops**

___ Clean **appliances** (stove, refrigerator, microwave) **inside and out.**

___ Clean **bathroom sink** and **counter top**

___ Clean **toilet bowl !!!!**

___ Clean and put away **folding chairs**

___ Check **furniture for damage**

___ Return **furniture to its original position !!!**

___ **Take All Trash with you** (containers at clubhouse do not have the capacity for party trash)

___ Clean **porch, surrounding grounds** and **parking lot** (when used or littered by your party)

___ Turn the heat to **60** degrees or **turn off air conditioner** (depending on weather)

___ Turn off **lights** and **lock and secure both doors!!!!**

IF CLUBHOUSE AND GROUNDS ARE NOT SATISFACTORY YOU "WILL NOT" BE CALLED TO RETURN AND RE-CLEAN AS NEEDED! – YOUR \$200 DEPOSIT WILL BE FORFEITED.

I, _____ Date _____ certify that all of the above items have been completed and that the clubhouse has been left in **excellent condition.**