



Lakeshore Estates Clubhouse Cleaning Checklist

Renter Name: _____ Event Date: _____

Thank you for renting Lakeshore Estates Clubhouse and helping to maintain it for the enjoyment of other homeowners. Please use the checklist below to help us prepare for the next renter.

- ___ Remove all equipment, decorations, supplies, personal articles, displays, etc.
- ___ Return all furniture to original location. **Please do not drag furniture to avoid marking floors.**
- ___ Return fold-up tables and chairs to the original location.
- ___ Clean up any spills or food items.
- ___ Clean, dry and return any used kitchen items to their original location.
- ___ Take all remaining food items with you - check refrigerator and cabinets.
- ___ Reset thermostats to 66° during cold months / 78° during warm months.
- ___ Remove all trash and place in the receptacles located outside adjacent to the clubhouse.
- ___ Turn off lights.
- ___ Lock all windows and doors.

If you encounter problems, you may contact any of the following board members:

Marvin Kopp Mobile: 785-318-0158
Bessie Rhodes Mobile: 785-817-8360
Ed Durkin Mobile: 913-206-4324

Cleaning supplies are located in the basement. After use, please return these items to their proper location. Please stand mop on its handle with mop head up.

Comments or suggestions: _____

