**WOODLAND MANOR HOA**
**POST-EVENT CLEANING CHECKLIST**
*Clubhouse Walk-Through*

1. **General Condition**

**\_\_\_\_\_Floors:** Free of debris, dirt, and spills. All areas have been swept/mopped as needed.

**\_\_\_\_\_Walls, Windows and Doors:** No visible stains, marks, or damage on walls. All personal items, décor, etc. has been removed.

**\_\_\_\_\_ Trash and Debris:** All trash should be removed by Homeowner and disposed of in their own Trashcans. The clubhouse does not provide trash pick-up.

**\_\_\_\_\_ Thermostat:** When outdoor temperature is above 85 degrees Fahrenheit, Homeowner should set indoor thermostat to 85 degrees. If outdoor temperature is below 85 degrees Fahrenheit, Homeowner should turn off the thermostat following event.

1. **Furniture and Fixtures**

**\_\_\_\_\_ Tables and Chairs:** Clean and free of stains. Counted and in good condition, stacked neatly in corner of room.

* **Number of Tables:** \_\_\_\_\_\_\_\_\_
* **Number of Chairs:** \_\_\_\_\_\_\_\_\_
1. **Kitchen**

**\_\_\_\_\_ Countertops and Surfaces:** Clean and free of food residue.

**\_\_\_\_\_ Sink:** Clean, free of food debris, and in working order.

**\_\_\_\_\_ Appliances:** All appliances (e.g., refrigerator, microwave, stove) are clean, empty, and in working condition.

* Propane tank under Kitchen Window is turned off after use (if applicable to event).
1. **Restrooms**

**\_\_\_\_\_Toilets:** Cleaned and in working order.

**\_\_\_\_\_Sinks and Counters:** Clean, no soap scum or debris.

**\_\_\_\_\_Trash Bins:** Emptied and clean.

1. **Outdoor Area (if applicable)**

**\_\_\_\_\_Patio/Furniture:** Clean and free of damage.

**\_\_\_\_\_Trash and Debris:** Outdoor area is free of litter and debris.

**\*\*\*ALL LIGHTS SHOULD BE TURNED OFF AND BACK DOOR LOCKED PRIOR TO HOMEOWNERS DEPARTURE FROM CLUBHOUSE\*\*\***