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

**Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Time of Walk-Through:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Renter Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**HOA Board Member Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **General Condition**

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

**\_\_\_\_\_Walls:** No visible stains, marks, or damage on walls.

**\_\_\_\_\_Windows and Doors:** Clean, free of fingerprints, and in working order.

**\_\_\_\_\_Lighting Fixtures:** All lights are working; no visible cracks or holes on fixtures.

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:** \_\_\_\_\_\_\_\_\_

**\_\_\_\_\_ Decorations and Fixtures:** No damage or loose items; decorations (if any) are securely in place.

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 on and functioning (if applicable to event).
1. **Restrooms**

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

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

**\_\_\_\_\_Mirrors:** Clean and free of streaks.

**\_\_\_\_\_Trash Bins:** Empty 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.

1. **Additional Notes**

**Any Pre-Existing Damage or Issues Noted:**

**Signatures**
By signing below, both parties acknowledge that they have reviewed the above checklist and agree on the Clubhouse’s condition prior to the event.

**Homeowner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOA Board Member Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_