

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

Date of Event: _____
Time of Walk-Through: _____
Renter Name: _____
HOA Board Member Name: _____

I. 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.

II. 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.

III. 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).

IV. 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.

V. Outdoor Area (if applicable)

_____ **Patio/Furniture:** Clean and free of damage.

_____ **Trash and Debris:** Outdoor area is free of litter and debris.

VI. 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:** _____