

JASPER HEIGHTS CONDOMINIUM ASSOCIATION

Clubhouse Checklist

1. Clean the stovetop and oven if they have been used.
2. If the coffee maker is used, empty the grounds and clean completely.
3. Follow instructions for the use of the dishwasher and be sure to empty it. Do Not place any plastic containers or utensils in the dishwasher.
4. Clean Floors after your function. Spills on the floor should be cleaned promptly. A mop and broom are in the women's restroom for use to clean the floors.
5. Put the furniture back in place if any has been moved.
6. Please take all the garbage and trash with you.
7. Adjust the heat controls to 57 degrees when leaving. During the summer, if the air conditioning is on, keep the windows and doors closed, and turn off the air conditioner on leaving.
8. Check the restrooms to make sure lights, saunas, and water are turned off and the areas are clean.
9. Close all windows and drapes. Secure the side and sliding doors.
10. Prior to turning off the lights make sure the stove and oven are off, and the coffee pot is unplugged.
11. Lock the front door and return the key to the Clubhouse scheduler.

Everything should be left clean and ready to be used for the next function.