



Kelly Plantation Clubhouse Rental Checkout List

Reservation Date: _____ Resident Name: _____

Clean-up is the responsibility of the person who made the reservation and must be completed immediately following the reserved time. The Resident's swipe card will deactivate at midnight on the date of rental. All cleanup must be completed prior to midnight.

- Remove all food and personal items from kitchen, including the refrigerator, freezer, dishwasher and oven.
- Wipe down kitchen counter tops and appliances (including inside of refrigerator and microwave).
- Ensure oven and stove are turned off.
- Wipe down all tables.
- Tidy up restrooms.
- Remove all trash from kitchen and both restrooms and place trash bags in green receptacles outside of clubhouse. **Once the green receptacles are full, all extra trash bags must be removed by the renter. Trash bags cannot be left on the ground.**
- Place new trash bags in all garbage cans (kitchen and both restrooms). Trash bags are provided in the bottom drawer to the right of the kitchen sink.
- Sweep all floors and cleanup all spills/stains.
- Remove all personal decorative items from clubhouse, veranda and front entrance.
- Return all clubhouse decorative items to their original placement.
- Return all utility tables and folding chairs to storage room.
- TURN BOTH THERMOSTATS TO 68/75 DEGREES (68 heat/75 AC).
- Ensure gas logs are turned off.
- Turn off all inside lights and back veranda lights and fans.
- LOCK inside bathrooms that provide access to the clubhouse.**
- Lock veranda French doors and storage closet door.**
- Leave completed check out list on kitchen table for Clubhouse Trustee.
- Ensure front door is completely closed when leaving.
- Notify Clubhouse Trustee that rental is complete.

Please note any supplies that are low or needed or any other comments you may have:

The \$250.00 deposit will be SHREDDED once clubhouse has been inspected by Clubhouse Trustee and no damages are found and as long as the completed checklist was left and no extra cleaning is required.

Thank you for maintaining your Kelly Plantation Clubhouse property.