

## **Maidstone Landing Clubhouse Post Party Checklist**

### **Kitchen**

- Clean counters, sink, stove top, oven, and microwave interior
- Empty the garbage and remove from the site. You may return and place it on the Clubhouse curb for pickup by the garbage company on Monday morning before 8:30am
- Place clean trash bags in the kitchen trash cans.
- Remove all leftover food and beverages. Do not leave anything in the refrigerator or freezer.

### **Living Room**

- Return all furniture to its proper location and push chairs under the tables.
- Clean all table tops
- Clean up any spills on the floors

### **Upper Balcony**

- Close and secure the Umbrellas
- Clean the table tops and push the chairs under the tables
- Clean up any spills on the balcony

### **The Bathrooms**

- Make sure the toilets and water are not running and that the toilets have been flushed
- Clean any debris out of the sinks

### **Exterior of the Clubhouse**

- The Portico: Make sure no party items are left on the railing or steps
- The Area around the deck: Check for anything that might have fallen down onto the pool area or lawn on the sides of the deck.

### **Lower Level**

- The Gym, Pool, and Pool Deck are off limits to party goers
- Check that doors are locked, bathrooms are clean, lights are off and nothing from the party is left in this area.

### **Decorations:**

- All event decorations must be removed after the event is over.