

GARDEN COURT CLUBHOUSE/POOL RENTAL CHECKLIST

Upon receiving the keys to the Clubhouse, the homeowner is responsible for completing this checklist prior to their event, and afterwards to ensure that the facility is clean and undamaged.

	Before Event	After Event
KITCHEN		
Walls/Floors are clean		
Microwave is clean inside/outside		
Stove burners are clean		
Stove instruction books are in the cabinet		
Upper/Lower cabinets are clean inside/outside		
Sink/Faucet/Countertops are clean		
Cleaning supplies are in the sink cabinet		
No food/beverages remain in refrigerator		
Refrigerator climate control is on "1"		
Garbage container has clean bag		
Exhaust fan is turned off		
Lights over the stove/Kitchen lights are off		
PARTY ROOM		
Carpet is clean and vacuumed		
Furniture is clean & in proper location		
Blinds are clean & in closed position		
Walls have no nails, holes, or tape		
Windows aren't broken & have no tape		
Lights are off		
Door is locked		
Lobby area walls/floors are clean and mopped		
STORAGE ROOM		
Chairs and tables are stacked		
Vacuum emptied and returned		
Mop, Bucket, and Disinfectant returned		
Step stool and hand cart returned		
Fan and lights are off		
Door is locked		

	Before Event	After Event
WOMEN'S LOCKER/RESTROOM		
Walls clean & floors mopped		
Toilets are clean & flushed		
Sink & faucet are clean		
Mirror is clean		
Paper towels are in holder		
Toilet paper is in holders		
Hand soap is on the sink		
Garbage is clean w/ new bag		
Lights are off		
MEN'S LOCKER/RESTROOM		
Walls clean & floors mopped		
Urinal is clean & flushed		
Toilet is clean & flushed		
Sink & faucet are clean		
Mirror is clean		
Paper towels are in holder		
Toilet paper is in holders		
Hand soap is on the sink		
Garbage is clean w/new bag		
Lights are off		

Notes/Comments:
