

## CONROE BAY COMMUNITY CENTER CLEANING CHECKLIST

<b>RENTER:</b> _____ <b>EVENT DATE:</b> _____ <b>Address:</b> _____ <b>Phone:</b> _____ <b>Email:</b> _____
Community Center Representative: _____ Phone: _____ Deposit Date (\$250.00): _____ Deposit Date Return: _____ by: _____

ITEMS TO BE CLEAN	Pre Event	Post Event
<b>Call CBCA rep prior to your leaving the property for checkout process</b>		
Remove any food from cabinets/refrigerator/microwave		
Wipe down all counters and sinks in kitchen and bathroom		
Wipe out refrigerator		
Wipe out microwave		
Wipe out oven		
Sweep & mop floors: kitchen/common area/bathrooms		
Both restrooms must be in the same condition as you found them – including toilets.		
Check walls for tape or pin damage.		
Check windows & blinds for damage.		
Wipe tables and chairs. Check for damage.		
Place all furniture back into its original/designated areas		
All trash (kitchen/common area/bathrooms) must be removed in trash bags from the community center at the end of the Event. Trash cans are on the side patio.		
Pick up and remove all trash in the parking lot and outside patios (front and side) that may have been left as a result of your event.		
No usage of pins. May use <b>only</b> painters tape for decorations.		
Remove all decorations from inside & outside the Community Center.		
Thermostat returned to original temperature		
Check and lock ALL doors and windows.		
Turn off lights and fans. (remember bathrooms)		

Limited cleaning supplies may be available in the kitchen closet. It is recommended you plan ahead and bring your own. After you have reserved the community center and upon your arrival, please call the Community Center Representative. This checklist must be complete prior to return of deposit.