

# SMA Clubhouse Rental Cleanup Checklist

## RENTER

## SMA

- \_\_\_\_\_ sweep and damp mop all interior floors \_\_\_\_\_
- \_\_\_\_\_ hose off deck \_\_\_\_\_
- \_\_\_\_\_ clean bathroom toilets and sinks \_\_\_\_\_
- \_\_\_\_\_ clean kitchen sink, counters, stove, refrigerator, and microwave \_\_\_\_\_
- \_\_\_\_\_ all items removed from cabinets must be returned in clean condition \_\_\_\_\_
- \_\_\_\_\_ return cleaned tables to their original location \_\_\_\_\_
- \_\_\_\_\_ stack chairs on tables (8 per table) \_\_\_\_\_
- \_\_\_\_\_ verify all 88 chairs are present \_\_\_\_\_
- \_\_\_\_\_ all inside trash receptacles must be empty \_\_\_\_\_
- \_\_\_\_\_ outside trash and recycling bins must be placed outside gate for pickup \_\_\_\_\_
- \_\_\_\_\_ pick up any trash outside (lawn, basketball court, parking area, deck) \_\_\_\_\_
- \_\_\_\_\_ windows closed and locked, blinds OPEN \_\_\_\_\_
- \_\_\_\_\_ lights, fans and A/C off, doors locked \_\_\_\_\_
- \_\_\_\_\_ return key \_\_\_\_\_
- \_\_\_\_\_ n/a shut off hot water heater \_\_\_\_\_