

## Chace Lake Clubhouse Cleaning Checklist

The clubhouse has been checked prior to rental to assure the facility is clean. Below is a required Cleaning Checklist. As part of the Rental Agreement, you agreed to leave the club house clean & ready for the next renter. The list below will help you complete items required. Any items not completed will incur a charge (noted in the second column). Incurred charges AND/OR DAMAGES will be deducted from your deposit.

Please initial once each cleaning item has been completed.  
Leave the completed list in the black binder by the fridge.

| Task  | Fine if not complete | Completed by Renter | Reviewed by Board Member |
|---|----------------------|---------------------|--------------------------|
| Furniture placed back where it was prior to rental                                    | \$200.00             |                     |                          |
| Refrigerator and freezer should be clean; All food and drinks removed                 | \$30.00              |                     |                          |
| ALL counters, surface areas and tables should be clean                                | \$30.00              |                     |                          |
| ALL floors should be clean (broom/dustpan and mop are provided)                       | \$50.00              |                     |                          |
| Remove ALL trash/garbage (including restrooms) and place in trash cans outside        | \$50.00              |                     |                          |
| Absolutely NO GLITTER or CONFETTI inside or outside clubhouse                         | \$50.00              |                     |                          |
| No decorations to be attached to ceiling or walls. (Total loss of deposit if damaged) | \$10/\$200           |                     |                          |
| Lock ALL doors!   | \$100.00             |                     |                          |
| Turn off ALL lights and fans  | \$15.00              |                     |                          |
| Set A/C on 78 degrees after rental April-October                                      | \$20.00              |                     |                          |
| Set HEAT on 65 degrees after rental November-March                                    |                      |                     |                          |
|   |                      |                     |                          |
|   |                      |                     |                          |
|   |                      |                     |                          |

