

Clubhouse Departure Checklist

Please be sure you have completed the following items before leaving the Clubhouse.

- Remove ALL trash (bathroom and main room) and dispose of in the dumpster. ****DURING NON-POOL SEASON, YOU MUST TAKE YOUR TRASH HOME WITH YOU. THE DUMPSTER IS SEASONAL****
- Vacuum all carpet and if necessary, please empty vacuumed contents into your trash. Vacuum located in closet next to the kitchen.
- Sweep tile floors, mopping up any spills if needed.
- Wipe down counters and tabletops.
- Empty all food/beverages from refrigerator and freezer – do not leave leftovers for the next user!
- Clean all dishes used.
- Return all furnishings and decorations to original location (see the map inside cabinet door above kitchen sink).
- Turn off all of the lights (please verify that the dimmers are off). Outside lights and holiday lights are on timers.
- Make sure the front door deadbolt and all other exterior doors are locked.
- Return all keys to original cabinet/closet location.