

CLEANING AND LOCKING CHECKLIST

**ALL ITEMS MUST BE SIGNED OFF AND COMPLETED BEFORE YOU LEAVE
AFTER YOUR RENTAL**

To receive your deposit back this sheet must be completed and emailed immediately to Specialty Management Services @ specialtymanagement@comcast.net For any issues call Angie with Specialty Management. My office number is 601-605-8380; my cell is 601-918-1098.

Cleaning requirements for the clubhouse include the following:

- _____ **Make sure all doors and windows are securely closed and locked (1) Inside Hallway doors Left side/Right side (2) Kitchen Door (3) Front Door. PLEASE CHECK AND RECHECK. ****Any damage to the clubhouse due to failure to lock the doors and windows will be the responsibility of the member******
- _____ All trash must be removed from the premises, do not leave the garbage at the street. You must empty all trash and dispose of the trash away from the building.
- _____ All floors must be swept and any spills cleaned and any debris swept.
- _____ All table tops and chairs must be wiped clean.
- _____ All folding tables and chairs must be returned to the storage room (if used).
- _____ The kitchen must be properly cleaned. This includes wiping the countertops and sinks. You must turn off the stove and any other appliances.
- _____ All restrooms should be swept counters wiped and the trash emptied, including bathrooms.
- _____ All greenery, flowers and other decorations must be removed.
- _____ All lights must be turned off.
- _____ When you enter the clubhouse, the thermostat for heating/air conditioning will be set for 80 degrees summer and set to 60 degrees in the winter. The air conditioner should not be turned any lower than 68 degrees in the summer due to the unit will freeze up.
- _____ (initial) The breach or violation of any conditions set forth herein may result in the loss of deposit, the imposition of liability on the member, and/or denial of future use of the clubhouse.

**As a reminder* The complete clubhouse rental conditions are posted to the right of the sink on the wall. Please adhere to all conditions listed in the application and all of the above.*

NAME: _____

ADDRESS: _____

PHONE: _____ **Email Address:** _____