

Eagle Springs Homeowners Association
Clubhouse Cleaning Checklist

Kitchen:

- _____ Sweep **and** mop kitchen floor
- _____ Wipe down all counter tops
- _____ Scrub kitchen sink and run garbage disposal
- _____ If microwave, oven or dishwasher used wipe down inside and out
- _____ Empty all garbage and deposit in large can by pool. Replace with new liners.

Meeting Area:

- _____ Sweep **and** mop great room floor
- _____ Clean front windows inside and out to remove fingerprints from guests
- _____ Turn off fireplace
- _____ During Summer months: turn off air conditioner
- _____ During Winter months: turn heat down to 60 degrees
- _____ Return chairs/tables to storage location
- _____ Remove anything hung for occasion/including tape used to hang decorations
- _____ Turn out lights
- _____ Lock all doors (front doors, back doors, and restroom access door)

Bathrooms: (If renting between September — May)

- _____ Clean toilets, sinks, mirrors
- _____ Empty trash cans
- _____ Sweep **and** mop floors and the restroom hallway
- _____ Clean inside glass on exit door
- _____ Lock door to pool area
- _____ Turn out lights
- _____ Leave restroom doors open to air

Please initial each item indicating its completion. Return this checklist to Sentry Management. A Board member will evaluate the clubhouse after your event. If the cleaning is unsatisfactory, you will be offered an opportunity to return within 24 hours and complete missed items. If you are unable or unwilling to do this, we will hire a cleaning company to complete the work and charge your homeowner account accordingly.

Homeowner/Renter

Date

Sentry Representative

Date

Satisfactory Cleaning: _____

Unsatisfactory Cleaning/resident notified/options given: _____

Cleaning company contacted: _____

Charge applied to homeowner account: _____