

COLORADO'S TIMBER RIDGE HOMEOWNERS ASSOCIATION (CTRHOA)

CLUBHOUSE CLEANING INSTRUCTIONS AFTER USE

Attention All Users:

We are able to provide the use of this building to CTRHOA owners for a small fee simply because we do not provide a cleaning service. The facility must be left in the condition you found it prior to rental. This list will provide you with detailed cleaning instructions and a checklist to ensure that the facility is left clean and ready for the next user. Unfortunately, if it is not left in a clean condition, then we are forced to make phone calls to your home and in some cases retain all or a portion of your deposit to clean the Clubhouse; and often times we would have to deal with complaints from the next group which is sometimes an unpleasant situation.

Rental time runs from 8:00am to 12:00am(midnight).

If you would rather hire someone to clean the Clubhouse, we have set up a cleaning crew that charges \$25 per hour to clean.

Floors: The floors must first be swept with the large blue dust mops provided in the back room. All dust and debris must be collected with the dust pan and small broom provided and dumped in the trash.

Bathrooms: The bathrooms must be swept as well when finished. The toilets, urinal, and countertops must be cleaned with the cleaning solutions provided in the small metal cabinet in the back room. Toilet brush and countertop cleaning supplies are furnished. Replace toilet paper as needed. Toilet paper is provided in back cabinet.

Kitchen: The kitchen must be swept if you used the kitchen. Wipe down all counter tops with cleaning solution and paper towels provided in the back cabinet. Wipe down stove and oven if you used them. The oven must be left clean.

Windows: Take a good look at the windows before you leave the facility. It is very common for smudges and streaks to occur during use, especially the front door windows. Clean windows with window cleaning solution and paper towels provided in back cabinet.

Tables and Chairs: All tables and chairs shall be returned to their original location.

Trash: ALL trash must be emptied and removed from the premises and new bag liners placed in trash cans.

Thank you for your help and cooperation on this matter. Having this checklist system in place will help you at cleanup time and make it easier to collect your full deposit after your function. If you see a problem or uncleaned areas of the clubhouse *before* your function, please let us know and we will correct the situation.

If there are dirty, damaged, or broken items in the Clubhouse, please let us know immediately.

If something is not working, please let us know immediately.

This helps protect you against wrongful blame.

POINT OF CONTACT:

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