

# CTRHOA

## FOR PROPERTY OWNERS:

### CLUBHOUSE CLEANING INSTRUCTIONS FOR AFTER USE

The Clubhouse must be left in the condition you found it or better prior to use. 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 you could lose your access to the clubhouse.

Access time runs from 7:00am to 12:00am(midnight).

Floors: The floors must be swept if needed 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.

Trash: All trash cans, bottles disposable items MUST be put in trash can located in kitchen before you leave. If trash can is full please remove liner with trash and replace with new liner. Liners are stored in kitchen closet. Take the full bag of trash with you and dispose properly.

Bathrooms: Must be left in condition as before use. 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. Wash any dishes or utensils you used.

Tables, Chairs and Furniture shall be returned to their original location.

Thank you for your help and cooperation on this matter. It is important to keep our Clubhouse clean for the next user.

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.

There is a list of stock items on the Bulletin Board in Kitchen. If you notice a stocked item needs replenished please indicate on list.

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

This all helps protect you against wrongful blame.

#### **POINT OF CONTACT:**

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