

Clubhouse Cleaning Checklist Club Event Rentals

1. Wipe down chairs and tables that were used and return to original location. Clean with either the provided cleaning wipes or designated cleaner and cloths found under the sink. Put used rags in container so marked.
2. Wipe down counters and other surfaces that were used (i.e., kitchen).
3. Turn off fireplace at the wall switch.
4. Turn off the television. Ensure that the cable box is off as well.
5. Turn off all ceiling and balcony fans.
6. Pick up and discard any paper products, leftover food, or anything that was not originally in the clubhouse into garbage bag(s) and deposit it into dumpsters downstairs by the pool. If you wish to recycle, take the recyclables with you because the clubhouse does not have recyclable pick up.
7. Remove any signs or decorations and either take them with you when you leave or discard them into trash bags and then into the dumpsters.
8. The thermostats are programmed to reset. Do not adjust temperatures.
9. Empty bathroom trash into bags and put into dumpsters outside of the clubhouse adjacent to the fitness center entrance.
10. Load dishwasher with any Olde Ivy-owned dishes and/or cooking utensils or wash them and leave out on counter to fully dry.
11. Ensure that *ALL* windows and doors are locked.
12. Take a last look to ensure that nothing is left in the clubhouse, on the balcony or front porch, or in the yard.
13. Report any maintenance issues such as lights being out or plumbing concerns to D'Ari Butler at Access Management. Dbutler@accessmgt.com 770-802-8361
14. Turn all lights off.
15. After locking the front door, deposit key into lock box and make sure it is tightly closed.