

CHECKLIST FOR VACATING THE COMMUNITY CENTER

Please inspect the whole Community Center prior to your event, noting any damage. Call the management company and let them know so you won't be responsible for any prior damage. **You must call prior to your event, otherwise you will be held responsible. Make sure that all items on the checklist are completed prior to the end of your rental period otherwise you may forfeit your deposit.**

_____ Clean all appliances

_____ Wipe down all countertops

_____ Clean all sinks. and flush all commodes and urinals

_____ Clean all tables (20) and chairs (184) and store properly

_____ Sweep and damp mop floor as necessary

_____ Rinse out mop head with clean water and hang over mop sink in storage room.

_____ All Water turned off

_____ Lock the hallway doors between the facilities and the Great Room

_____ All fans turned off

_____ Do not leave any food or drinks in the facility

_____ Remove all trash from the facility and grounds

_____ Turn off all lights

_____ Reset the thermostats at 80 degrees (Summer) and 50 degrees (Winter)

_____ Make sure all doors and windows are secured and locked

_____ Set the alarm (if required)

_____ Lock the front door

_____ Return the key

Please help us improve our service to you and other members of the Association. Your ideas are important and will help make our community a better place to live. Please write down any and all suggestions on the reverse and return to the management company. The Board of Directors appreciates your assistance and cooperation.