

BMHOA CLUBHOUSE RENTAL CHECKLIST
(Please complete this form and leave it on the kitchen counter)

- Clean kitchen counters and sink
- Empty & clean the refrigerator of all items, including bags of ice
- Clean Range
- Clean restrooms – floors, mirrors, etc.
- Empty all trash, including restroom garbage cans. Place new can liners in the trashcans. Tie bags closed and place in outside garbage cans
- Sweep, vacuum and mop floors.
- Clean all spots or spills on the rugs.
- Wipe down all folding tables & chairs and return them to the storage closet.
- Insure Pool Deck is left clean and orderly
- Inspect indoor and outdoor furniture: wipe any spots or spills with a damp sponge. Check under cushions for lost items.
- Turn thermostat to 80 degrees in the summer months and 60 degrees for the winter months.
- Turn off all interior and exterior lights.
- Lock all the exterior doors and windows.

Thank you for your help in maintaining our facility.