

**CHECK LIST FOR
BRUSHY MEADOWS CLUBHOUSE RENTAL**
(Please complete this form and leave it on the kitchen counter)

- Clean kitchen** (clean stove. remove ice and all items and clean fridge)
- Clean restrooms – floors, mirrors, etc.**
- Empty all trash, including restroom garbage cans. Place new can liners in the trashcans. Tie bags closed.**
- Empty & clean the refrigerator of all items, including bags of ice**
- 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.**
- Inspect the furniture and 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.