

The Landings Clubhouse Rental Cleaning Contract

Effective as of June 17, 2024

Prior to calling the Clubhouse Manager for a walk-through inspection of the facility and grounds, **COMPLETE** and **INITIAL** the following tasks:

(Note: Cleaning supplies and equipment are located in the utility closet for your use and convenience. There are wet wipes, garbage liners, a vacuum, a wet floor mop, and a spot cleaner available in there, and the room is kept unlocked. Do not empty the vacuum. The Clubhouse Manager will accomplish that task.)

_____ 1. **Vacuum/clean** all carpets and remove all glitter, debris, and spills. Use the provided spot cleaner when necessary.

_____ 2. **Wet mop** kitchen, bathrooms, and entry area floor.

_____ 3. **Thoroughly clean kitchen.** Remove all food. Clean sinks, counter tops, oven, and microwave. Wipe out the inside and outside of refrigerator.

_____ 4. **Clean and disinfect both restrooms.** Toilets and urinals must be flushed, cleaned, and sanitized. Clean mirrors and disinfect sinks. Empty waste baskets in both bathrooms. *(Note: A small key is provided on the key ring to unlock both baskets. Put in new liners and relock when finished.)*

_____ 5. **Wipe, clean, and stack the chairs and tables.** They must be neatly stacked in the storage area. The **6 round tables** should remain upright and in the same location as when the hall was rented.

_____ 6. **Remove** all personal decorations from both interior and exterior of the building.

_____ 7. **Remove all garbage and debris** from the premises. This includes any on the patio, walkways, or in the parking lot or park area. Make sure cans or bottles are not in the shrubs. **Clean out** any cigarette butts in the patio ashtrays. Put all bagged garbage into the dumpster. **DO NOT put empty boxes or un-popped balloons in the dumpster.** *(Note: the trash dumpster contains a locked swing bar. Use the provided key on the key ring to unlock and remove the padlock, and then use your finger to move the dangling handle up and the swing bar will release at the top. Be sure to lock the dumpster back up when finished.)*

_____ 8. **Check** that the **rear outside door** (by the bathrooms) **is closed and locked.** To ensure this door is locked check it from the outside.

_____ 9. **Check** that the **interior hallways doors** (by the bathrooms) **are closed and locked.**

_____ 10. **Turn off** fireplace insert (if you turned it on) and adjust the thermostat to appropriate temperature (65 degrees during the winter months and 77 degrees during the summer months).

_____ 11. **Sign this checklist and call or text the Clubhouse Manager** for a walk-through inspection. *(Not calling or texting the Clubhouse Manager for a walk-through inspection will result in the loss of your security deposit if damage is discovered or areas of the clubhouse are not cleaned in accordance with this checklist. If, for any reason, the Clubhouse Manager does not answer your call or text, or show up for a walk-through inspection, turn off interior lights, lock the front door, and return this checklist and the facility keys to the Clubhouse Manager's designated drop-off box. In this instance, it is recommended that you take pictures of the interior rooms before you depart as proof of the state of the facility upon your departure.)*

SIGNATURE OF RENTER

DATE