

## CIYC CLUBHOUSE CLEANUP CHECK LIST

**CLEAN-UP SHOULD BE COMPLETED WITHIN 24 HOURS  
FOLLOWING THE EVENT OR SOONER IF ANOTHER EVENT IS SCHEDULED**

**RENTAL DATE:** \_\_\_\_\_ **RENTER:** \_\_\_\_\_

**RENTERS PLEASE CHECK OFF THE TASK / DUTY ONCE COMPLETED.**

TASK/DUTY	RENTER  Please place a √	CLUBHOUSE INSPECTED	
		BEFORE	AFTER
All garbage and recycle should be collected and deposited in the dumpster located outside by the gate.			
Kitchen/Great Room Ensure counters tops, tables, chairs, sinks, appliances and floors are wiped down and clean. (Tea towels should be taken home, washed and returned by the renter)			
Bathrooms Ensure they are left clean and tidy after the event			
Remove all food & beverages from refrigerator & freezer. Wipe down any spills.			
All inside & outside furniture should be returned to its original place (including picnic tables )			
If using the BBQ make sure it's clean and turned off.			
Ensure all doors & windows are closed & locked and lights are turned off.			
If decorating, care should be taken so paint is not removed from the walls and all decorations should be removed after the event. Do not use tacks or duct tape to hold up decorations.			

See over.....

**THE CLUBHOUSE HEATING/AIR CONDITIONING THERMOSTAT SHALL BE MAINTAINED DURING THE SUMMER & WINTER MONTHS. PLEASE DO NOT TOUCH IT.**

**MAKE SURE THE GATE IS CLOSED AFTER THE EVENT. DO NOT FORCE SHUT IF IT HAS BEEN PROGRAMMED FOR YOUR EVENT.**

**IN THE EVENT YOU FIND SOMETHING WRONG, PLEASE CONTACT THE PROPERTY DIRECTOR OR ANY CIYC EXECUTIVE MEMBER IMMEDIATELY.**

**A CADDY, LOCATED IN THE CUPBOARD IN INTERIOR BATHROOM, HAS BEEN PROVIDED WITH CLEANING PRODUCTIONS TO ASSIST IN CLEANING THE FACILITIES. IF SUPPLIES NEED TO BE REPLENISHED, PLEASE CONTACT THE PROPERTY DIRECTOR.**

**Signature of Renter(s)**

\_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Inspector(s)**

\_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_