

Club House Cleaning Checklist

Pickawillany Condominium Unit Owners Association

	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Minimum Charge</u>	<u>Task Complete</u>
1) Carpet – vacuumed	_____	_____	_____	_____
2) Carpet – stains, burns, spills	_____	_____	_____	_____
3) Floors – swept	_____	_____	_____	_____
4) Refrigerator & microwave, wiped down and personal items removed	_____	_____	_____	_____
5) Furniture – cleaned & left accordingly	_____	_____	_____	_____
6) Bathrooms – clean food residue from sinks, wipe down toilets, urinal, and mirrors. Empty trash cans and sweep floors.	_____	_____	_____	_____
7) Trash – all cans emptied and trash removed from the clubhouse, pool (if applicable) and the surrounding outside common grounds.	_____	_____	_____	_____
8) Grill – cleaned	_____	_____	_____	_____
9) Windows – closed and locked	_____	_____	_____	_____
10) Doors – closed and locked	_____	_____	_____	_____
11) Tables & chairs clean & undamaged	_____	_____	_____	_____
12) Decorations – must be taped (not tacked) or nailed into place) on unpainted surfaces only. All decorations and tape must be removed.	_____	_____	_____	_____

NOTE: Existing damages prior to rental _____

We have inspected the club house on this ____ day of _____, 20 ____, and agree to its condition and Cleanliness as noted:

Club House Coordinator