

## Woodgate Clubhouse - Cleaning Checklist

In consideration of all homeowners, please schedule your function to end by 11:00 p.m. To ensure return of your deposit, the following must be completed before you leave:

- Vacuum carpeted areas
- Sweep and mop tile floors
- Clean off/vacuum chair seats and backs
- Wipe off tables
- Return furniture to its original position
- Leave restrooms clean and ready for next use
- Clean stove, counters, refrigerator, microwave and sink
- Wipe any spills or splashes on wall and door areas where tables are set up for serving of food or drinks
- Remove all food and serving items brought into the clubhouse
- Clean fireplace, if used
- Place all trash in bags and dispose of bags in trash cans located in enclosure outside the clubhouse
- Remove all decorations and tape inside and outside; this includes both Woodgate entrances and clubhouse signs
- Lock all doors including the inside bathroom doors, so access from outside is secure
- Sweep front and back porch
- Turn off stove, and all lights and fans