



Club House

Cleaning Checklist

Canal Run Cleaning Checklist

Pre Event:

	Exterior clean and litter free		Microwave clean
	Door locks operational		Kitchen, bathroom floors, and sink clean
	Walls clean/unmarked		Bathroom toilets cleaned
	Furniture in order, clean and in good repair	Comments	
	Carpets vacuumed and stain free		
	All trash removed		
	All food items removed		
	Countertops and tables wiped clean		

Post Event:

	Remove all decorations/party items or equipment		Turn off fireplace
	Carpets vacuumed and stain free		Turn off lights
	Walls clean/unmarked		Door locks operational
	Furniture in order, clean and in good repair		Remove any exterior party signs/balloons
	All food items removed		Close/lock all windows and doors including balcony
	Kitchen countertops and tables wiped clean with disinfectant spray	Comments	
	Clean microwave		
	Kitchen, bathroom floors, and sink clean		
	All trash removed		
	Bathroom toilets cleaned with bathroom cleaner		
	Vacuum and wet swiffer all tile floor areas including bathrooms		

Club House Deposit Deductions:

1. Floors not cleaned and/or vacuumed	\$25.00
2. Decorations & party items not removed	\$15.00
3. Food left in clubhouse	\$15.00
4. Signs posted in the common areas	\$25.00
5. Doors left unlocked (exterior)	\$50.00
6. Doors left unlocked (balcony)	\$15.00
7. Bathrooms left in poor condition	\$15.00
8. Furniture not put in original location	\$15.00
9. Trash not removed	\$20.00
10. Kitchen counters not clean	\$20.00
11. Appliances not cleaned	\$10.00
12. Interior lights/fans not turned off	\$15.00
13. Damage to furniture	Entire cost to replace
14. Damage to walls and ceilings	Entire cost to replace

Homeowner Information:

Homeowner: _____

Pre Event Signature: _____ Date: _____

Post Event Signature: _____ Date: _____

Board Member/Club House Committee Member:

Homeowner: _____

Pre Event Signature: _____ Date: _____

Post Event Signature: _____ Date: _____