

Olde Raleigh Clubhouse Cleaning Checklist

Please do not attach tape or decorations to the wallpaper.

PLEASE COMPLETE PRIOR TO DEPARTURE FROM THE CLUBHOUSE

- ____ Wipe down all tables and return folding tables to the storage room.
- ____ Wipe chairs as necessary, fold, and place in storage room.
- ____ Sweep and mop the floor.
- ____ Scrub down sink and wipe down counter tops and cabinets.
- ____ Remove all food from refrigerator and wipe out.
- ____ Wipe doors and/or windows as necessary.
- ____ All garbage is bagged and placed in the trashcans outside the gate at the rear of the clubhouse.
- ____ Ensure that all lights and fans are turned off, doors are locked from the interior and all furniture is left in a neat manner.
- ____ Check restrooms for paper on floor, etc. and dispose of in trash.
- ____ Lock and deadbolt both men's and women's restrooms from the interior.

If indoor pool is used:

- ____ Assure deck area is neat.
- ____ Check and lock **all** exterior doors when outdoor pool is closed.

Portions of your deposit may be withheld for additional cleaning services if needed.