

Cleaning Instructions for Ashborough East Community Building (CB)

All cleaning supplies will be provided by the CB management. Supplies are located under the kitchen sink.

- Vacuum all floors and carpet.
- Use Wet Jet swiffer to clean floors.
- Clean toilets and wipe down mirrors and sinks.
- Clean kitchen counters, sink, stove top and oven, and microwave.
- Clean out refrigerator. Wipe down shelves.
- Wipe off any fingerprints on windows and glass table tops.
- All furniture will be put back in proper arrangement. No furniture is to be placed outside during parties.
- All folding chairs and tables are to be put back in closet. Follow the closet organizer posted on door in closet.
- Do not use tape on walls or put any holes in the walls for hanging decorations. The use of removal mounting adhesives are permitted (ie Command Hooks, Velcro removable mounting tape or circles, or removable poster putty).
- We do not have trash pick-up for the CB. All trash and garbage will be removed from the CB and disposed of by the renter.
- Upon leaving HVAC system should be set to: Summer setting 78 and Winter setting 65. Insure all lights are off and all entry doors are locked.
- Complete check list and return with Key. CB will be checked for cleanliness. After inspection of CB, renter will be contacted regarding refund of deposit check. A cleaning charge of \$25 an hour may be deducted from deposit if CB needs cleaning. Renter will be informed of any areas needing additional cleaning and given the chance to perform the cleaning themselves. Please report any damage to clubhouse manager or any comments concerning your rental experience in the note section.

Notes:
