

**Senators Ridge HOA, Inc.**

**Clubhouse Rental Cleaning Checklist**

Homeowner Name: \_\_\_\_\_

Rental Event Date & Time: \_\_\_\_\_

Thank you for your rental of our Clubhouse! It is our aim to make this rental a complete success and we will strive to make it so!

You will find the Clubhouse very clean and ready for your rental. Your job will be to return the Clubhouse to its clean status after your rental. You are encouraged to clean it yourself or hire someone to clean after your rental. If you choose not to clean, it will be our choice to keep your deposit fee. The choice is yours!

To make your rental even easier, all cleaning supplies will be provided. Please feel free to make use of them to get the job done! And, as always, we will provide paper towels and toilet paper for your convenience.

Below are just a few guidelines for the cleaning process:

- Vacuum all floors
- Mop all floors (Swiffer wet jet – there is cleaner for both tile and hardwood floors)
- Dust furniture
- Windex windows/glass panes/French doors (that show handprints)
- Empty all garbage cans/drop bags in street container
- Bathrooms (toilets, sinks)
  - All supplies are under the counter
- Kitchen (microwave, counter tops, sinks, refrigerator, freezer if used)
  
- You will also be responsible for ensuring all doors are locked from the inside, and the heat/air units are set back to limits posted on refrigerator.

The Clubhouse Committee Head will check the Clubhouse after your rental event. Your deposit fee will be credited back to your account if cleaning checks out and no damage is noted.

Your Homeowner signature below will indicate your have read and agree to the cleaning process of our Clubhouse. We hope your rental event will be a pleasure!

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date