



PO Box 30103  
Edmond, OK 73003-0002

### Club House Cleaning Instructions

1. Club house should be left as clean as or cleaner than when you entered it.
2. Absolutely no scotch tape or sticking/fastening anything onto walls or ceilings!
3. Cleaning Supplies are located underneath the kitchen sink.
4. Broom and dust pan are located next to Refrigerator.
5. All trash can receptacles should be emptied out into large trash cans out by pool area and if needed a new trash can liner should be placed in the trash can.
6. Mop and Bucket are in storage room off patio and can be easily accessed by contacting "Ted Heroian" 281-658-6937.

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#### CHECKLIST

- Sink – Clean (Scour surfaces if used)
- Counter Tops – Clean (Wipe Down if used)
- Microwave – Clean (Wipe out if used)
- Refrigerator – Clean (Wipe out if used)
- Bathrooms – Clean (Check for cleanliness; clean if needed, empty trash)
- Trash Cans Emptied/Clean (Empty trash replace with new liner if needed)
- All Floors – Clean (Sweep floors, all rooms, mop if needed)
- Table Tops – Clean (Wipe down Table, End Table & Coffee Table if needed)
- Folding Chairs – Returned (Folded up & put back where they belong against wall)
- Folding Tables – Returned (Folded up & put back where they belong against wall)

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_