



PO Box 30103
Edmond, OK 73003-0002

Clubhouse Cleaning Instructions

1. The Clubhouse 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 the refrigerator.
5. Empty all trash can receptacles into large trash cans out by the pool area and if needed, put a new trash can liner in the trash can.
6. Mop and bucket are in the storage room off the patio. If needed contact the Clubhouse Director.

Check List

- 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)
- Tabletops – Clean (Wipe down Table, End Table & Coffee Table if needed)
- Folding Chairs – Returned (Folded up & put back where they belong against the wall)
- Folding Tables – Returned (Folded up & put back where they belong against the wall)

Homeowner Name: _____

Signature: _____

Date: _____