

TALLYNS REACH CLUBHOUSE CLEANING INSPECTION CHECKLIST

Post – Event Report

NAME:	PHONE:
ADDRESS:	EVENT DATE:
EMAIL:	EVENT TIME:

Failure to replace furniture and leave the clubhouse in a clean condition may result in your deposit being forfeited plus an additional cleaning fee charged.

Cleaning / inspection Checklist

- ___ Replace all furniture to original location
- ___ Replace all tables and chairs (do not drag – they will scratch the floor and you will be billed to have scratches removed)
- ___ Clean bathrooms (floors, sinks, toilets) and remove trash
- ___ Clean kitchen sink and countertops with cleaner (supplied)
- ___ Take ALL of your items out of refrigerator and freezer (including ice)
- ___ Clean refrigerator inside with cleaner (windex)
- ___ Clean all food/drink spills from furniture (use water)
- ___ Sweep all floors (broom supplied)
- ___ Clean all hard wood floor (dry mop only – no water)
- ___ Take all garbage to dumpster
- ___ Replace trash bags in all receptacles (supplied)
- ___ Vacuum rug and spot clean as needed (vacuum supplied)

- ___ **Make sure all doors are locked and secure (please note that the French glass doors have inside locks and you must check to confirm it is closed). Please pull on the doors after you have closed them to confirm they latched.**

By signing this you confirm that you personally inspected and secured the building following your reservation.

We appreciate you taking the time to make sure that all homeowners can enjoy the clubhouse in a clean condition.

Signature of Renter

Printed Name of Renter

Date

Aurora Family YMCA, 27151 East Lakeview Drive, Aurora CO 80016 (Attn HOA Coordinator)
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