



Scotts Mill.com



Scotts Mill Recreation Center Clubhouse Rental Cleaning Checklist

The clubhouse must be cleaned according to this cleaning checklist within the rental period.

**FAILURE TO RESTORE THE CLUBHOUSE TO ITS ORIGINAL CONDITION WILL RESULT IN YOUR \$100.00 deposit not being refunded.** Be sure to notify Omega Association Management (919.461.0102) of any pre-existing damage prior to your event in order to avoid being charged for repair and/or replacement costs. *Leave completed checklist on kitchen countertop.*

*\*\* A photo book has been created to assist the renter in returning the clubhouse to its original condition. Please be sure to return all furnishings to their original locations as depicted in the photo album.*

**General**

- Lock all doors and windows. Turn off all lights prior to leaving.
- Remove all decorations, signs and other personal belongings.
- Pick up any trash on the porch and grounds resulting from your event.
- Take all trash to the receptacle located outside of clubhouse.
- Replace all plastic trash bags in waste containers with new bags.

**Main Room**

- Return furnishings to their original placement.
- Check for spills on carpet and upholstered furniture (spot-clean if necessary).
- Wipe off all tables.
- Sweep all hard surface floors and wipe up any spills (broom located in storage area).

**Kitchen**

- Remove items from refrigerator/freezer and wipe clean.
- Wipe down countertops

**Bathrooms**

- Flush toilets
- Wipe down countertops

Renter's Name (Print) \_\_\_\_\_

Renter's Address \_\_\_\_\_

Renter's Phone Number: \_\_\_\_\_

Signature (states that the above cleaning was done) \_\_\_\_\_