

**Falcon Ridge Homeowners Association
Clubhouse Cleanup Checklist**

Failure to check off all items on this checklist will result in forfeiture of all, or part of the security deposit.

Clean up should be completed immediately following the event.

Please leave this completed checklist on the kitchen counter.

Date of party _____ **Phone number** _____

Name of homeowner hosting party _____

Check off the following items:

- _____ Return furniture to its original position. [Photos are in the book on the kitchen counter].
- _____ Clean the bathroom, empty the bathroom waste baskets.
- _____ Vacuum the carpet; spot cleaner is stored in the cabinet to the right of the sink; use on fresh spills.
- _____ Clean up kitchen counters and sink. If used, clean stove and microwave.
- _____ Remove unused items from refrigerator and clean up spills.
DO NOT CHANGE SETTINGS.
- _____ Close and lock all windows; adjust blinds as found.
- _____ Clean glass doors.
- _____ Sweep and mop vinyl floors.
- _____ Reset thermostat: Summer: A/C to 78 degrees
Winter: Heating to 65 degrees
- _____ Empty trash cans and replace liner from supplies in the corner cabinet.
Place trash and recyclables in the rollout bins outside.
- _____ Turn off all lights, except the table lamp beside the conference room door; it is on a timer.

Please help us to maintain the clubhouse. If you have any problems or comments, call Bridget McDonnell, 704-992-9002, or Carole A. Winston, 704-992-1020.