

**Collingwood Pointe at The Preserve
Condominium Association**

CLUBHOUSE CLEAN-UP CHECKLIST

Pre- Inspection	Post- Inspection	
_____	_____	Clean Kitchen Counters and Sink.....
_____	_____	Sweep and Mop Kitchen Floor.....
_____	_____	Vacuum Clubhouse.....
_____	_____	Clean Up Cigarette Butts on Front Walk.....
_____	_____	Sweep and Mop Lobby.....
_____	_____	Ladies Restroom—Sweep and Mop Floor, Clean Counter, Sink and Toilet.....
_____	_____	Men’s Restroom—Sweep and Mop Floor, Clean Counter, Sink and Toilet.....
_____	_____	Unclog Toilets/Urinal in Both Ladies/Men’s Restrooms if Stopped Up (plus cost of plumber, if needed).....
_____	_____	Clean Table Tops, Including Sofa and Chair Tables (USE A DRY, SOFT CLOTH ONLY) NOTE: table coverings, cloth or plastic, are required.....
_____	_____	Remove Trash—Do Not Leave Trash in Clubhouse, Including Under Kitchen Sink and Both Restrooms; ALL TRASH IS TO BE TAKEN HOME WITH THE RESIDENT
_____	_____	Replace Trash Can Liners (large size is 33 gal.).....
_____	_____	Run Garbage Disposal (plus cost of plumber, if needed).....
_____	_____	Turn Off Lights / Fans / Fireplace / TV.....
_____	_____	Clean Microwave.....
_____	_____	Unplug and Clean Coffee Pots.....
_____	_____	Place All Furniture in Original Positions.....
_____	_____	Make Sure All Exterior Doors Are Locked

- THE THERMOSTAT IS SET AT 70 DEGREES IN THE WINTER AND 76 DEGREES IN THE SUMMER. PLEASE DO NOT TAMPER WITH THE CONTROLS OR YOU WILL BE FINED \$20.
- **IF ANY DAMAGES ARE FOUND, THE COST WILL BE 100% OF REPAIR OR REPLACEMENT OF DAMAGED ITEMS AND WILL BE BILLED TO YOU.**
- **IF A CLEANING SERVICE NEEDS TO BE CALLED TO CLEAN THE CLUBHOUSE, YOUR TOTAL DEPOSIT WILL BE FORFEITED.**
- **ALSO BE ADVISED THAT IF THE CLUBHOUSE IS NOT LEFT IN SATISFACTORY CONDITION, THE BOARD MAY DENY ANY FUTURE RENTING PRIVILEGES.**