

Bradburn Village Clubhouse Cleaning Check List

The following is the check list of cleaning prior to leaving the clubhouse at Bradburn Village.
***Please Note – This list must be signed and left on the counter at the clubhouse at the end of your event for our cleaning crew to check off on.**

FAILURE TO COMPLY WILL RESULT IN THE AUTOMATIC FORFEIT OF YOUR DEPOSIT.

	Renter	Final Check
1. Clean Kitchen (to include countertops, floors, appliances, refrigerator)	<input type="checkbox"/>	<input type="checkbox"/>
2. Load any dishes that have been used and start the dishwasher	<input type="checkbox"/>	<input type="checkbox"/>
3. Make sure trash is removed from all rooms	<input type="checkbox"/>	<input type="checkbox"/>
4. Trash removed and placed in the outdoor dumpsters (Dumpster is located south of the pool and tennis courts within the alley)	<input type="checkbox"/>	<input type="checkbox"/>
5. Vacuum all carpeted surfaces and sweep/mop all hard surfaces (Empty the vacuum and return the vacuum to the charger)	<input type="checkbox"/>	<input type="checkbox"/>
6. Replace all used tables and stack chairs in the storage closet	<input type="checkbox"/>	<input type="checkbox"/>
7. Replace all furniture to its original setup	<input type="checkbox"/>	<input type="checkbox"/>
8. Make sure all doors are locked and windows are closed	<input type="checkbox"/>	<input type="checkbox"/>
9. All lights have been shut off	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Date

Signature – Final Inspection

Date