

# CLUBHOUSE CHECKLIST

Non-Profit Groups – Revised 4/09

**Please keep and take with you to facility event**

It is suggested that you bring your own cleaning supplies (i.e. dishwashing soap, sponges, and cloths). Use them and take them home with you. Brooms and mops may be found in the far end of the hallway cupboard.

**If you have used any or all of the following items, please proceed accordingly:**

- **Wipe down all tables used** and stack them away
- Sweep **and mop** all floors (big room, entrance way, kitchen and bathroom) – no cleaning should have to be done after this rental!
- Stack all chairs as they were found
- Remove all food from the clubhouse
- **Empty all garbage cans from inside clubhouse** – including bathrooms – use large garbage cans on side of building. Tie up bags and leave inside garbage cans. Use recycling bins for plastic bottles and cans if possible. Glass can be separated into buckets on side yard.
- **NEW OUTSIDE BARBECUE – Remember to have lid open when igniting!** Clean outside barbeue (if used) – wipe down outside of barbecue with damp cloth only and use scraper to clean grill. Replace cover **ONLY** if barbecue is cold, **IF HOT DO NOT REPLACE COVER ON BARBECUE**. Check all outside burners to be sure they are off. Gas source is natural gas and does not have to be turned off.
- Turn off clubhouse thermostat
- Close and secure all windows and doors
- Clean fireplace (if used)
- Use wall and ceiling rings to attach balloons, etc. Remove all string and tape used for hanging decorations from ceilings, walls and tables. Use only blue painter's tape for decorations. It leaves no residue and does not cause damage. **Use of nails, tacks and staples for decorating purposes is prohibited.** Please be careful not to damage sound panels on walls in main room.
- Check to see that lights are turned off.
- **Return key to clubhouse manager within 24 hours.**

Report breakages immediately to Clubhouse Manager or any of the MIA board members listed below:

Clubhouse Manager	Peggy Samson	997-2005
Clubhouse Manager	Becky Williams	268-2089
President:	Tony Lombardo	927-0520
Vice President	Robert Lacis	268-7833
Secretary	Robin Holm	997-3135
Treasurer	Tully Williams	268-2089
Board Member	Wayne Niblack	268-4699
Pool Manager	Peggy Samson	997-2005