

BERRY CREEK HOA – CLUBHOUSE CLEANING CHECKLIST

You have reserved the clubhouse for your event. Please note that the pool area is always open to Berry Creek residents and cannot be reserved/rented.

Please leave the clubhouse neat, clean, and ready for the next event. The cleaning checklist below must be completed immediately following your event and left on the counter in the kitchen area.

Name _____ Reservation Date & Time _____

CLUBHOUSE AREA (INSIDE)

Place furniture, rugs, and clubhouse decorations back in their original places.

Remove all personal decorations from the clubhouse.

(Tape and nails may not be placed on the walls or woodwork. No glitter .)

Place heater on 65 (winter) or air conditioner on 75 (summer). Fan on AUTO .

All trash from your event must be removed by you from the clubhouse and pool area. City trash/recycle containers are located near the outdoor bathrooms. During months the pool is in use or if the clubhouse has heavy use, these containers may fill before trash day. In that case, please take your trash to your private container.

Replace trash liners in each trash can used. (Trash bags are located in the storage closet.)

Be sure all doors and entrances are secured and locked (main, two pool, fitness room).

Turn out all lights.

Remove all items from refrigerator, dishes, or any items brought in for the event.

All appliances (microwave and refrigerator) should be wiped out and cleaned.

Unplug and clean coffee pot or any small kitchen appliance.

Rinse out and clean sink.

Wipe down all countertops and tables.

Sweep floors, and mop any areas with spills.

Tables, chairs, or any furniture shall be cleaned of any spills, crumbs, or messes.

If Berry Creek tables and chairs are used, return all items to the storage room.

PATIO/POOL AREA (IF USED DURING EVENT)

Return all pool chairs and tables back to their original position.

Remove any trash, food, or party items from the outside area.

Secure/lock pool gate.

Outside bathrooms should be picked up and trash removed.

Replace outside bathroom liners.