

**OXXFORD HUNT COMMUNITY ASSOCIATION
CLUBHOUSE CLEANING CHECKLIST**

The clubhouse must be cleaned according to this checklist, within the rental period (by 2:00am on the evening of the rental). Failure to restore the clubhouse to its original condition will result in a \$75 cleaning charge (to be deducted from the rental deposit). Be sure to notify Omega of any pre-existing damage prior to your event in order to avoid being charged for repair and/or replacement costs.

General

- Lock all doors and turn off all lights prior to leaving.
- Turn off both heaters/air conditioners (unless otherwise directed by Omega).
- Remove all decorations, signs and other personal belongings.
- Pick up any trash on the deck and grounds resulting from your event.
- Take all trash to the receptacle in the parking lot.

Main Room & Basement

- Return furnishings to their original placement
- Return folding chairs to the rack.
- Fold banquet tables and lean against wall between staircase and front door.
- Wipe and spot-clean spills on carpet and upholstered furniture.
- Wipe off all tables and chairs.
- Vacuum carpet. (Vacuum is kept in lower-level hallway.)

Kitchen

- Wipe off countertops and backsplash.
- Clean sink.
- Remove items from refrigerator/freezer and wipe clean.
- Wipe oven and cooktop clean.
- Wipe any spills on cabinet fronts.
- Sweep floor and wipe up any spills.

Bathrooms

- Flush and wipe toilets clean.
- Wipe countertops, sinks and faucets clean.
- Clean mirrors.
- Sweep floors and mop any spills.

Inspected by:	Date:	Time:
Professional cleaning required (y/n):	Amount charged:	