

CROWN HILLS CLUBHOUSE RENTAL CLEANING CHECKLIST

EQUIPMENT/SUPPLIES PROVIDED (Notes i.e. working order, need more, need repair, missing)

	Here	Notes		Here	Notes		Here	Notes
Vacuum			Glass Cleaner			Trash Bags		
Mop			409			Cleaning Towels		
Bucket			Bathroom Cleaner			Toilet Brush		

CLEANING CHECKLIST

Kitchen	Completed by Renter	HOA Verified	Comments
Countertops			
Sink			
Spills in ovens or microwaves or refrigerator			
Item used i.e.: coffee pot			
Floor			

Bathroom	Completed by Renter	HOA Verified	Comments
Countertops			
Sink			
Toilets			
Floor			
Trash			

Other Areas	Completed by Renter	HOA Verified	Comments
Vacuum carpet and dance floor			
All furniture cleaned and returned to original positions			

Miscellaneous	Completed by Renter	HOA Verified	Comments
All garbage/trash/personal items removed			
Balloons, ribbons, streamers, thumbtacks, scotch tape, etc. removed			
Air conditioning/lights/TV turned off			
Doors locked			
Keys returned with completed cleaning checklist form			

VERIFICATION

<i>Renter's Signature</i>	<i>Phone</i>	<i>Date</i>
<i>HOA Representative's Signature</i>		<i>Date</i>
Office Use Only	Deposit Returned	Date
		Amount

CLUBHOUSE RENTAL

This form is provided as a checklist for homeowners renting the clubhouse.

Please verify that all provided items listed for your use are in the closet. Place a comment in the "Note" area next to the item if supplies need to be replenished or are not working properly.

Check off the "Completed by Renter" area as you complete each task.

You may submit a digital photo(s) to the office of any items needing attention or items not completed by a previous renter when more than one group has used the clubhouse.

Feel free to use the "Comments" area if needed.

If you have additional suggestions, comments or concerns, please use the space below

EMERGENCY INFORMATION

Call **911** for police, fire department, or medical emergencies.

Call PHOAC - **619.229.0044** - in the event of a serious water leak, pipe break, or flooding.

CLEANING ASSISTANCE

Below is a list of contacts which are willing to clean the clubhouse after your event. It is your responsibility to make these arrangements **in advance**. Notify the office **three weeks** before your event that someone else is cleaning for you.

Name	Phone Number
Darlene	619.992.9821

Thank you for treating the clubhouse with respect.

Have a wonderful event!