

GLENEAGLES VILLAGE ASSOCIATION CLUBHOUSE CHECKOUT FORM

KITCHEN

Counters Cleaned

Floor Swept and mopped

Oven, microwave and refrigerator Cleaned

Trash emptied – put in covered containers outside in trash area

Dish towels and table cloths cleaned and returned to clubhouse.

MAIN ROOM

Tables/Chairs Put Back

All decorations completely removed.

Wood floor Swept

Carpet vacuumed

Trash emptied – put in covered containers outside in trash area

BATHROOMS

Counters Cleaned

Floor Swept & mopped

Trash emptied – put in covered containers outside in trash area

PATIO

Furniture Returned to Proper Place

Sweep and Spray off Patio area as needed

Decorations removed

Trash emptied – put in covered containers outside in trash area

- **All lights out and doors locked**

Leave this form signed and on kitchen counter.

Comments Prior to Party: _____

Name

Inspected By

Address

Date
