

# Meadowlake Farms Clubhouse Clean Up Guide

(updated 5/18/21)

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Phone #

\_\_\_\_\_  
Resident's Name

\_\_\_\_\_  
Resident Phone #

\_\_\_\_\_  
Date

**Common cleaning materials and equipment are under the kitchen sink and stored in the utility closets by the restroom. Use what you need and return any unused items so the next homeowner can find them.**

\_\_\_\_\_ **Decorations** -- Remove all decorations and material used to hang them. **Do not use anything to hang decorations that will damage any surface. Balloons especially need to be removed – they will set the alarm system off. NO CONFETTI OR GLITTER!**

\_\_\_\_\_ **Tables & Chairs** – Wipe down all Tables & Chairs before putting them back in storage closet. **Leave the Two (2) long tables & Six (6) round tables with chairs set up.** If you choose to use the tablecloths provided in the storage room, you are responsible for laundering them and returning the next day with the key.

\_\_\_\_\_ **Kitchen** – Wipe down all surfaces in the kitchen including the microwave, oven, stove and refrigerator. Double check that the stove and oven are turned off. **The coffee pots must be cleaned and turned off.** Remove all food from the refrigerator & freezer and empty the dishwasher. **SWEEP AND MOP FLOORS!**

\_\_\_\_\_ **Bathrooms** – Clean counters, mirrors and toilets. Remove trash and place new bags in trash containers. Sweep and mop the floor. Cleaning bathrooms also includes the outdoor pool bathrooms if used for party. **Make sure toilets aren't left running!**

\_\_\_\_\_ **Floors** – **ALL AREAS NEED TO BE SWEPT & MOPPED BEFORE LEAVING.** Vacuum the carpeted areas (if used). Check for spills, food items, gum, etc. in all areas. If any stain or spill cannot be removed, notify the clubhouse manager when you turn in the key. No food or drink is allowed in the carpeted area.

\_\_\_\_\_ **Grounds & Trash** – Pick up all trash left by your party on the inside as well as the outside surrounding grounds, walkways and flowerbeds. **Place all trash and garbage in plastic bags** and put bags in the trash containers located by the pool house. **Put new bags in all trash containers.**

\_\_\_\_\_ **Keys** – Return the key to the clubhouse to the person in charge of inspecting the clubhouse once you are finished cleaning.

\_\_\_\_\_ **Fireplace** – (During the winter only) Turn switch off – pilot will stay on.

\_\_\_\_\_ **Thermostat** – A timer has been installed for the thermostat, it runs for an hour each time you set it, this prevents the system being left on all the time. **ALL lights are to be turned off (including outdoor porch lights and pool restroom lights if used).**

\_\_\_\_\_ **Security** – All doors are to be locked; double doors need to be latched on top & bottom if they had to be opened. Activate the security system when you leave. (# - 2 Away). **Make sure all outside doors are locked.**

\_\_\_\_\_ **Supplies** – You are responsible for your own plates, cups, napkins, tableware etc.

\_\_\_\_\_ **Wash and return kitchen towels back to the clubhouse or when returning key to the clubhouse manager.**

**\*\*Breaker Box is on south end of the building, outside by the pool pump. If you plug too many things in at once in the kitchen it may trip the breaker.**

**HOMEOWNERS ARE AT ALL TIMES RESPONSIBLE FOR THE ACTIONS OF THEIR CHILDREN & GUESTS USING THESE FACILITIES & MUST BE PRESENT AT ALL TIMES. NO FOOD OR DRINKS ON THE CARPETED AREA.**

**RULES & GUIDELINES ARE SUBJECT TO CHANGE**

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