



Clubhouse Cleaning Checklist

Renter Name: _____ Event Date: _____

Thank you for renting the Wynfield Clubhouse and helping to maintain it for the enjoyment of other homeowners. Please use the checklist below to help us prepare for the next renter.

- Remove all equipment, decorations, supplies, personal articles, displays, etc.
- Return all furniture to original location. **Please do not drag furniture to avoid marking floors.**
- Return fold-up tables and chairs to the storage room.
- Clean up any spills or food items from furniture and in the kitchen.
- Clean, dry and return any used kitchen utensils or items to their original location.
- Take all remaining food items with you - check refrigerator and cabinets.
- Reset thermostats to 66° during cold months / 78° during warm months.
- Remove all trash and place in the receptacles located outside adjacent to the clubhouse.
- Turn off lights and fireplace (if applicable).
- Lock all windows and doors.
- Leave this completed checklist on the counter before setting alarm.

Please reset the alarm system prior to your departure. To do so, **make sure all doors are closed**. Press the Arm/Disarm button on the keypad, enter the five digit code from the back of your key fob, and then press Enter. **WAIT for the alarm to activate. The panel will instruct you when you are secured to exit.** Press the CLR button if you need to start over.

If you encounter problems, you may contact any of the following volunteer homeowners during reasonable daytime hours:

Dee Launder Mobile: 704-737-8378
John Capets Home: 704-875-1827 Mobile: 704-453-8425
Marcie Calicutt Mobile: 704-576-5750

You may call Hawthorne Management Company at 704-377-0114. Leave a message with the 24-hour service if you call after hours.

Cleaning supplies are located in the storage closet and under the kitchen sink. After use, please return these items to their proper location and place towels out to dry. Please stand mop on its handle with mop head up.

Paper products and tall kitchen bags are located in lower kitchen cabinets or under sink. The bathroom liners are located in the vanities.

Comments or suggestions: _____

