

Clubhouse Rental Cleanup Check List

When completed and checked off after event – please leave on kitchen countertop.

HOA USE ONLY
Amount Charged

- | | | | |
|--------------------------|-----------------------------|---|----------|
| <input type="checkbox"/> | <u>GARBAGE:</u> | Remove <u>ALL</u> event garbage/trash, place it in the dumpster and lock the dumpster. <u>DO NOT</u> put any garbage/trash in the pool, bathroom, or pool trash cans. | \$ _____ |
| <input type="checkbox"/> | <u>KITCHEN:</u> | Sweep, wipe up any spills, clean food and debris from sinks, and wipe down sinks. If used, clean out microwave, wipe down all counters and the island. | \$ _____ |
| <input type="checkbox"/> | <u>REFRIGERATOR:</u> | Remove event food, drinks, ice from refrigerator/freezer and take with you or throw out. | \$ _____ |
| <input type="checkbox"/> | <u>RESTROOMS:</u> | Pool-closed season - make sure the restrooms and hallway are clean, sweep floor as necessary, remove guest trash from restroom cans. Pool-open season - not required. | \$ _____ |
| <input type="checkbox"/> | <u>MAIN ROOM:</u> | Wipe down table tops, chair seats, removing any stickiness, crumbs, etc. | \$ _____ |
| <input type="checkbox"/> | <u>MAIN ROOM:</u> | Sweep floor and wipe up any spills from event; remove new traffic debris, shoe or dirt prints from the event – particularly at door entrances. | \$ _____ |
| <input type="checkbox"/> | <u>MAIN ROOM:</u> | Return all furniture to orderly state. | \$ _____ |
| <input type="checkbox"/> | <u>LIGHTS, FANS:</u> | Turn off lights, ceiling fans; lock main room door to bathroom hallway. | \$ _____ |
| <input type="checkbox"/> | <u>OUTDOORS:</u> | Remove any trash/debris in the front porch/sidewalk/parking lot and grounds that may be a result of the event (including all evidence of any hay bale debris or similar type play or decor materials used). NO SIDEWALK CHALK. | \$ _____ |
| <input type="checkbox"/> | <u>OUTDOORS:</u> | Remove any tied balloons or other decoration from clubhouse facility or common areas. | \$ _____ |

Total additional cleaning fee charged to renter: \$ _____

Should any additional cleaning be required after the clubhouse and area is checked, the Association will use its cleaning service and pay any cleaning charges from the security/cleaning portion of the deposit fee. If any damage occurs and/or additional cleaning is needed which exceeds the amount of the deposit, the homeowners property will be billed for any additional expense. The security/cleaning amount remaining will be reimbursed to the renter per completion of this form and the signature below. The completed form must be left in the receptacle provided at the clubhouse. It is the renter's responsibility to complete this form in order to receive deposit back.

Name _____ Old Cahaba Address _____ Date _____

Signature: _____

HOA use: Clubhouse checked by: Initials: _____ Date: _____ Time: _____

Updated 08/27/18

Clubhouse Rental Cleaning and Damage Fees

TRASH - Event trash left in clubhouse, pool & bathroom cans	\$5 per receptacle minimum
Sweeping Required	\$10 per Room \$20 for Main Room
Mopping Required	\$15 per Room \$25 for Main Room
Tables/Counters/Cabinets Need Cleaning	\$5 per Item
Bathroom Toilets/Sinks Need Cleaning (only during pool-closed season)	\$10 per Receptacle
Refrigerator/Microwave	\$10 per Item
Furniture Needs To Be Returned to Orderly State	\$20
Windows/Mirrors/Sidelights/Doors/ Walls (inside prints, smudges, etc. from event)	\$5 per Item
Front Porch/Sidewalk/Parking Lot Need Cleaning due to Event	\$10-20
Additional Cleaning & Damages	To Be Assessed

*Fees may be adjusted as needed by Board; Fees for anything needing attention that is not listed will be determined by the event inspector.

Updated 08/27/18