

DANA FARMS CLUBHOUSE CLEANING CHECKLIST

Name: _____

Date of Function: _____

PRIOR TO YOUR FUNCTION:

Inspect the clubhouse for any problems (i.e. scratches or stains on the floor, broken fixtures, something needing repair, etc.). If you find anything wrong, you must report it to Miramonte Company prior to the start of your function. If anything is found wrong after your function, you will be held responsible.

FOLLOWING YOUR FUNCTION:

Please check off each item when completed.

- Floor is swept and mopped. (Please only use the large mop with the terry cloth cover provided, slightly dampened with water only to mop floor.)
- Kitchen counters and stove are wiped down.
- Sink is clear of any food or debris.
- Refrigerator/freezer is cleared out and cleaned.
- Chairs are stacked and placed against the wall between the windows and restrooms.
- Tables are folded and leaning against the wall between the front door and kitchen.
- Restrooms, countertops, sinks and floors are all cleared of debris.
- Any cleaning supplies used are placed back in the storage closet.
- Any garbage cans that have been brought inside are returned outside.
- All decorations have been removed, including tape, helium balloons, signage and outside décor.
- All garbage has been emptied into outside containers.
- All lights and the thermostat have been turned off.
- All doors are locked, including the ones leading to the restrooms, cleaning closet and all outside doors.

Please return this checklist and the keys to the clubhouse to Miramonte Company, at 1225 Alpine Road, Suite 100, Walnut Creek, after your function.

If the clubhouse is left in order, your \$200 cleaning deposit will be returned to you within 7 business days.

If you have any questions, please contact Miramonte Company at 925-932-7100.