

BEVERLY CREST CLUBHOUSE RENTER CLEANUP CHECKLIST

Print, complete and use on day of rental. Leave on kitchen counter for review. Report any issues immediately.

NAME OF HOMEOWNER Renter: _____

DATE OF EVENT: _____

CIRCLE OR NOTE: AM RENTAL 9AM-3PM PM RENTAL 5PM-11PM OTHER RENTAL: _____

Allocated rental time includes set up, take down, and cleaning time. Facility should be secured accordingly.

We hope you enjoy your rental!

The HOA of BEVERLY CREST SWIM & RACQUET CLUB does not provide a cleaning service after each event. Several events may be booked back-to-back at the clubhouse. Therefore, it will be necessary for the homeowner/responsible rental party to leave the facility clean and prepared for the next renter. If left unclean, you will be held responsible for the cost of the additional cleaning service which could be \$100 or more depending on available cleaning service options. This would be deducted from your security deposit of \$250. Your rental fee pays for the management and maintenance of the building, plus periodic cleaning and supplies as needed. Carpet stains would result in required professional carpet cleaning services which are billable to the renter at \$400.00 additional.

	Bathrooms cleaned, No trash, water, or mess left on the floor		
	Kitchen cabinets and counter tops clean. Rags in drawer for convenience		
	All countertops should be cared for with proper gentle solutions in cabinet		
	Wipe out sinks, no food residue to be left in the sink		
	Run garbage disposal to ensure no food remains		
	Microwaves, if used should be wiped clean		
	Refrigerator - remove all food brought, wipe shelves and close doors		
	Ovens/Fans if used should be turned off and wiped clean, interior and exterior		
	Tables and chairs, wipe off both furniture styles and 6' tables/chairs from closet		
	Glass top tables to be cleaned with glass cleaner and rags from kitchen		
	Floors, sweep and mop any spills in the kitchen		
	Vacuum all carpet - empty vacuum which is bagless before removing final trash		
	vacuum cord retracts, please use extension cord provided as well for best reach.		
	Empty all trash cans and re-line with bags (kitchen and bathrooms)		
	Take all trash to LARGE BLUE DUMPSTER in the parking lot.		
	NO RECYCLE, everything is trash, please breakdown boxes for dumpster if any		
	Inspect general overall condition of the facility.		
	If you notice maintenance needs, light bulbs, soap, paper towels etc. please note		
	HVAC - Keep at 72 degrees during events and move to 78 degrees when leaving.		
	Turn off ALL INTERIOR LIGHTS. Keep porch light illuminated when leaving.		
	Make sure ALL DOORS ARE secure, closed and locked. Lock front door and check.		
	Please use lock icon on the front door when your event is over.		

Cleaning Supplies are in the storage closet or beneath kitchen cabinets.

Vacuum, mop, broom, dust pan, trash bags (variety of sizes), trash cans, soap, toilet paper, paper towels.

Comments:

Once everyone except renter is out of the building. Reset the SECURITY ALARM and lock door from outside
O RESET ALARM Press house symbol on wall security panel, press SECURITY, press ARM, press ARM AWAY,
Immediately exit the building, close the front door and press lock symbol on door keypad to lock the door.

Date: _____ Renter Signature: _____