

# The Landings Clubhouse Rental Cleaning Contract

Effective as of February 9, 2022

Prior to calling the Clubhouse Manager for a walk-through inspection of the facility and grounds, **COMPLETE** and **INITIAL** the following tasks:

*(Note: Cleaning supplies are under the kitchen sink for your use and convenience. There is a vacuum and a wet floor mop in the "No Admittance" utility room. This room is kept unlocked. Do not empty the vacuum. The Clubhouse Manager will accomplish that task.)*

- \_\_\_\_\_ 1. **Vacuum/clean** all carpets and remove all glitter, debris, and spills.
- \_\_\_\_\_ 2. **Wet mop** kitchen, bathrooms, and entry area floor.
- \_\_\_\_\_ 3. **Thoroughly clean kitchen.** Remove all food. Clean sinks, counter tops, oven, and microwave. Wipe out the inside and outside of refrigerator.
- \_\_\_\_\_ 4. **Clean and disinfect both restrooms.** Toilets and urinals must be flushed, cleaned, and sanitized with disinfectant that is under kitchen sink. Clean mirrors and disinfect sinks. Empty all waste baskets and put in new liners.
- \_\_\_\_\_ 5. **Wipe, clean, and stack the chairs and tables.** They must be neatly stacked in the storage area. The **6 round tables** should remain upright and in the same location as when the hall was rented.
- \_\_\_\_\_ 6. **Remove** all personal decorations from both interior and exterior of the building.
- \_\_\_\_\_ 7. **Remove all garbage and debris** from the premises. This includes any on the patio, walkways, or in the parking lot. Make sure cans or bottles are not in the shrubs. **Clean out** any cigarette butts in the patio ashtrays. **Put all of the garbage into the dumpster.** The key for the dumpster is on the clubhouse key ring.
- \_\_\_\_\_ 8. **Check** that the **rear outside door**, (by the bathrooms) **is locked**. To ensure this door is locked check it from the outside.
- \_\_\_\_\_ 9. **Turn off** fireplace insert and turn thermostat to appropriate temperature (65 degrees during the winter months and 77 degrees during the summer months).
- \_\_\_\_\_ 10. **Sign this checklist and call or text the Clubhouse Manager** for a walk-through inspection. *(Not calling or texting the Clubhouse Manager for a walk-through inspection will result in the loss of your security deposit if damage is discovered or areas of the clubhouse are not cleaned in accordance with this checklist. If, for any reason, the Clubhouse Manager does not answer your call or text, or show up for a walk-through inspection, turn off interior lights, lock the front door, and return this checklist and the facility keys to the Clubhouse Manager's designated drop-off box. In this instance, it is recommended that you take pictures of the interior rooms before you depart as proof of the state of the facility upon your departure.)*

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**SIGNATURE OF RENTER**

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**DATE**