

GLENEDEN BEACH COMMUNITY CLUB

CHECK OUT LIST – CLOSING THE FACILITY

(Please Note: Your cleaning deposit will not be returned until the following are done.)

MAIN HALL AND BATHROOMS

- ____ Wipe and take down tables and return to racks.
- ____ Stack chairs on chair dollies. (Max 6 chairs per dolly.)
- ____ Remove all decorations, any tape or fasteners, no balloons on ceiling.
- ____ Sweep/Dust mop floors, if necessary. (Note: Brooms, etc. in coat closet next to entry)
- ____ Vacuum entry carpet and rugs, if necessary.
- ____ Empty debris from trash cans, including bathrooms. Take out to fenced dumpster located on East side of parking lot. The key to the dumpster is attached to the orange cone on cart next to refrigerator. Please lock dumpster and return key to shelf.
- ____ Reline trash cans with clean bags. The trash can liners are located on bottom shelf of the table across from the sinks.
- ____ Check that fireplace is shut off. (Leave pilot light on).
- ____ Turn furnace thermostat to 55 degrees.
- ____ Check that all windows and doors are securely closed and locked. (Double check back door.)
- ____ Turn off all lights and lock both door handle and deadbolt locks on entry door.

KITCHEN – if kitchen is used check these items as well

- ____ All dishes, flatware, pots and pans washed and put away.
- ____ Wipe down counters and clean out sinks.
- ____ Remove all personal food and drinks from the refrigerator, firmly close both the freezer and refrigerator doors
- ____ Be sure the stove and oven are turned off. Clean oven if necessary.
- ____ Sweep kitchen floor (Mop, if necessary).
- ____ Clean the coffee pots. Discard coffee grounds in waste basket. Rinse the coffee filter basket. (Please do not unplug the back of the coffee maker.)

For questions, please call

Or Facility Coordinator – 541-992-5293