

THE CLOISTER AT ST. HENRY

Clubhouse Post Rental Cleaning Check List

(To be completed by authorized Clubhouse Committee Member)

- All mauve chairs placed around walls of main room, 6' tables put standing on edge against back wall beside stacked chairs. Lay 8' tables on their side against right side of wall.
- Kitchen floor is clean.
- No leftover food in refrigerator and refrigerator is clean.
- Coffee pot and/or coffee urn are washed, dried, and put away where originally found.
- Sink and counter tops are washed clean.
- Stove top, under heating coils, and oven are clean.
- Both kitchen and restrooms trash have been taken to outside back fenced trash area.
- Main meeting room and adjacent rooms used are clean.
- Men and women's restrooms are clean.
- Rugs are stain free and vacuumed clean.
- Walls have no food, stains, scratches, marks or other damage.
- Unauthorized rooms such as card room, pool room, chapel, office, and storage room were not used.
- All personal items have been removed.
- Thermostats are set to 80 in summer or 60 in winter.
- All lights are turned out.
- All doors are locked.

Checked out by

Committee Member: _____ **Date:** _____

Return of Deposit Authorization

By Clubhouse Chairperson: _____ **Date:** _____