

Eastport Clubhouse Post Rental Checklist

- Tables and Chairs** - cleaned and returned to storage room
- Kitchen:**
 - Refrigerator**
 - Food items removed
 - Spills wiped clean
 - Temperature set to original setting
 - Dishwasher**
 - Run wash cycle until full cycle is COMPLETED
 - Put away clean dishes
 - Range/Oven and Microwave**
 - Spills wiped clean
 - Insure both range and oven are OFF
 - Garbage Disposal** – run until clear
 - Counters and Sink** – wiped clean
- Bathrooms:**
 - Toilets and Sinks** – clean and make sure toilets are not running
 - Clean Floors**
 - Remove Trash**
- Floors**
 - Vacuume** ALL floors and area rug
 - Damp Mop** ALL floors
- Towels and Tablecloths** – Launder and return by 1:00 pm the following day
- Event Parking Signs** – Return to storage closet
- Grounds** – Insure parking lot and area around Clubhouse are clean
- Trash** – Gather all trash and place in outside container and roll to curbside
- Thermostat** –Reset thermostat to 80 degrees (Summer), 65 degrees (Winter)
- Lights and Fans** – turn off ceiling fans and all interior and exterior lights
- Lock all doors**
- Return Key to:**

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