



## 2022 CARRIAGE HOUSE RENTAL CLEANING CHECKLIST

Cleaning supplies and garbage bags can be found in the renter storage closet at the rear of the dancefloor. The following must be **completed by 10:00am the following morning of rental:**

- All decorations removed from tables and walls.
- All tabletops cleaned of food and beverage spills with wood cleaner.
- All chairs cleaned of food and beverage spills with wood cleaner (if needed).
- Buffett tables cleaned and stored in the renters closet at the rear of the dance floor.
- All floors (including dance floor) must be free of food, decorations and garbage.
- Teak tables and chairs must be returned to their original layout.
- Garbage cans emptied, and bags disposed of in the dumpster outside the facility.
- Garbage cans on plaza should be emptied if used by renter's guests.
- All food removed from kitchen refrigerator.
- Kitchen counter free of serving supplies and food.
- All personal items removed from barn, plaza and bathrooms.
- Fireplace hearths inside and on plaza free of trash if used for rental.
- Turn off all audio equipment, and close overhead projector screen.
- Bathrooms – Should be checked to assure no conditions exist outside of regular usage.
- Renters using plaza and outdoor fireplace are responsible to pick up any trash and return all outdoor furniture to its original placement.
- Turn off all lights. Lock doors and return keys to the GATEHOUSE (5116 Carriage House Blvd.). Key box is in the Management Office on the left after entryway. The lockbox code is #157. **NOTE: Residents not completing the checklist will not receive a refund of their \$200.00 deposit and will be charged a minimum of \$200.00 for cleaning.**