

TOMAHAWK CREEK
CLUBHOUSE CLEANING CHECKLIST

It is important to leave the Clubhouse in the same condition as it was before your event. To make sure you do not forget any areas, below is a list of items you will need to be sure are in good condition:

- _____ Wipe off all tables, countertops and sinks
- _____ Sweep/Vacuum all carpets and tile
- _____ Remove any spills from the tile floor - mop if necessary
- _____ Make sure bathrooms are in acceptable condition - clean if necessary
- _____ Make sure kitchen and appliances are in acceptable condition - clean if necessary (including microwave, stove and refrigerator)
- _____ Bag up all trash and place in compactor located south of building 11605
- _____ Be sure to leave thermostat set at 68/70 degrees
- _____ Be sure to turn off all lights
- _____ Be sure all doors are locked

Return the clubhouse keys to the Tomahawk Creek management office upon the next business day or place key in the management drop slot in the mailroom.

The clubhouse deposit fee is refundable after the clubhouse is cleaned, all facility keys are returned and the condition of the clubhouse is approved by the Property Manager.