

## Clubhouse and Pool Cleanup Checklist

All cleaning supplies should be provided. Please call the Clubhouse Coordinator to show you where the supplies will be or if you cannot find something.

### Pool:

Task	Completed
Trash picked up and placed in receptacles	
Pool toys removed or picked up	
Chairs and furniture returned to original locations	
Gas grill returned to original area and covered	
Umbrellas folded down	

### Kitchen:

Task	Completed
Countertops wiped clean	
Cook top burners wiped clean	
Microwave cleaned	
Sink wiped out and disposal used/cleared	
Dishwasher empty	
Refrigerator clean and emptied	
Utensils cleaned and stowed in drawers	
Kitchen trash can empty with new bag in place	

### Main Room:

Task	Completed
Tables and chairs wiped off	
Floors swept or vacuumed	
Floors mopped for spills	
Furniture/items returned to original locations	
French doors are locked and chained	
Windows locked	
Decorations removed	

### Bathrooms:

Task	Completed
Toilets flushed and wiped	
Countertops and sinks wiped down	
Floors moped up- no standing water on floor	

### Other:

Task	Completed
All trash removed – taken to member's house	
All personal belongings removed	
Thermostat reset	
Gate and Hall entry door locked	
All lights off	
Front door locked	

Return this completed checklist to the Clubhouse Coordinator for inspection. Part or all of the deposits may be retained if there is damage, no prompt cleanup or poor cleaning. You may be asked to return to the clubhouse for follow-up cleaning depending on the inspection results. Grove Park Homeowner's Association reserves the right to restrict future usage by the member who fails to follow operating policy, supervise guests, or conduct satisfactory care and cleaning of the facilities.

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GPHOA Member Signature

\_\_\_\_\_  
Date