

ATTACHMENT B

COMMUNITY CENTER CLEAN-UP CHECK LIST

FOR HOMEOWNER SPONSORED PRIVATE EVENTS

These forms are on Community Center kitchen counter.

The Community Center is cleaned by a cleaning service once a month. When the Community Center is reserved for a private function, it must be cleaned by 10:00 AM the following day or within 2 hours following a daytime event. Arrangements can be made for the janitorial service listed on the roster to clean following an event. If the Center is not left clean, Owner/Resident will be assessed a fine along with the cleaning fee.

SUPPLIES: Supplies (napkins, paper plates, cups, glasses, flatware, and condiments) belonging to Parkwood South are for Parkwood South sponsored functions only. Provide your own disposable/other products for personal events.

CANDLES: For safety purposes, ONLY non-flammable candles are permitted.

THERMOSTAT: Turn heat or air conditioner to desired level for your event. Do nothing to the thermostats when you leave, they will automatically return to their set position.

CLEANING CHECKLIST

- Vacuum & dust.
- Wipe all tables clean.
- Sweep the kitchen floor (mop if necessary).
- Empty all trash containers from kitchen and bathrooms into the large brown garbage can or recyclables in the blue container outside the Community Center.
- Replace clean liners in all garbage cans and waste baskets. Do not leave any garbage in ANY garbage cans.
- Wipe down countertops, bread boards and the pull-out bread board.
- Wipe down dining room tables & chairs, living room furniture.
- Wipe clean inside and out, all appliances: stove, oven, refrigerator, microwave.
- Clean small appliances: coffee pots, water dispenser.
- Wash knives, serving pieces.
- Remove all food from the center including from the refrigerator and freezer.
- Launder the tablecloths, hand towels and potholders and return the next day.
- Clean marks from windows.
- Clean toilets, sinks, bathroom mirrors.
- Return all items to original storage place.
- Return chairs and tables to the storage area.
- Do not remove items that belongs to the Community Center.
- Clean up any patio area and furniture that was used.

Check off as task are completed.

The Owner/Resident responsible for reserving the Community Center must complete the form, print name, sign, date, and have a Cleanup Inspector signoff (see roster for contact information) that cleaning is complete.

Thank you for respecting the Parkwood South property.

_____ Printed Name of Homeowner

_____ Signature of Homeowner _____ Date

_____ Signature of Board Member _____ Date

Revised: 2.3.2021

Board Approved 2.15.2021