

# Porter's Landing Clubhouse Cleaning Checklist

- *Cleaning supplies, sponges, disposable gloves, etc. under kitchen sink*
- *Replacement trash bags, brooms, dustpan, vacuum, etc. in kitchen closet*

- Clean both bathrooms:
  - wipe down toilets \_\_\_\_\_
  - clean toilet bowls \_\_\_\_\_
  - wipe down sinks \_\_\_\_\_
  - Windex mirrors \_\_\_\_\_
- Clean kitchen:
  - wipe countertops, stove and sink \_\_\_\_\_
  - wipe up floor spills \_\_\_\_\_
  - remove items from fridge/freezer \_\_\_\_\_
  - unplug coffee maker if used \_\_\_\_\_
- Clean all tables and chairs used then fold and replace them in the storage room. \_\_\_\_\_
- Sweep and vacuum all floors. \_\_\_\_\_
- Mop spills from all areas of all floors. \_\_\_\_\_
- Clean doors and windows with glass cleaner. \_\_\_\_\_
- Return thermostat A/C to 78° in summer and heat to 65° in winter before leaving. Be sure thermostat fan switch is set to "auto." \_\_\_\_\_
- Empty all garbage cans and replace garbage bags. Only recyclables are to be placed in designated can. DO NOT OVERFLOW EXTERIOR TRASH CANS. IF TRASH CANS ARE FULL, OVERFLOW TRASH MUST BE DISPOSED OF ELSEWHERE. \_\_\_\_\_
- Clean up any trash on "porch" and exterior grounds of Clubhouse. Walk property to pick up any litter, cans, cigarette butts, etc. \_\_\_\_\_
- Clean up cigarette butts from bucket on front "porch" and dispose of off premises. \_\_\_\_\_
- Turn all interior lights and fireplace off. \_\_\_\_\_ (Exterior lights turn on/off automatically.)
- Make sure all doors and windows are locked **INCLUDING ALL DEADBOLTS**. \_\_\_\_\_
- Return key to lock box at parking lot side door. \_\_\_\_\_

**\* Complete then initial all checklist items. Leave on kitchen counter when complete. \***

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## ***PLEASE NOTE:***

Failure to leave Clubhouse property and all equipment in the condition found at the start of the rental, may result in loss of some or all of security deposit and/or future use of the Clubhouse. Report any damage to Clubhouse facility or equipment, as well as any issues, to Cedar Management Group as soon as possible by emailing: [Clubhouse@mycmg.com](mailto:Clubhouse@mycmg.com). \* *Please reference "Porter's Landing" in subject line.*

**No hot glue, nails, push pins, tacks, etc. of any kind are to be used on walls.** Scotch tape, blue tac and/or Command hook type products must be completely removed after use. (Push pins/tacks may only be used on the large cork board in the main room. Tape will damage corkboard.)

*Remember: This is YOUR Clubhouse. Let's work together and treat it accordingly. Thank you!*