



Clubhouse Clean-up Procedure/Checklist

Thank you for renting the Hampton Glen Clubhouse. The clubhouse has been cleaned and inspected prior to your event. *If you arrive at the clubhouse and discover existing damage prior to use of clubhouse, please immediately contact the clubhouse chairperson. Take pictures if possible. By not contacting the clubhouse chairperson, the renter may be responsible for the existing damage*****

The completed clubhouse checklist MUST be signed and left on the mantle before the cleaning and damage deposits can be returned or shredded.

- No Decorations may be pinned, nailed to walls, floors, post, ceilings or fans.
- No candles with flame. Battery operated only.
- ALL balloons must be anchored
- NO smoking/vaping
- NO GLITTER

Check In List: Please initial appropriate condition.

- ___ No problems. Clubhouse was clean. TV remote and fan remote present.
- ___ The following problems were found. _____
Please list person contacted about issues. _____

Check out List: Please initial when completed.

- ___ Wipe all surfaces- Counters/Sink, Tables, Chairs, and walls if needed. Use appropriate cleaner for hard surfaces. Cleaners found under sink.
- ___ Wipe glass on doors.
- ___ All appliances are clean. Stove/Oven off. Refrigerator/Freezer empty.
- ___ All floor area is swept and mopped if needed. Vacuum Rug. All spills cleaned immediately.
- ___ Remove all tape (if used) and sticky residue
- ___ Take out trash to garbage cans in parking lot and replace liner.
- ___ Return furniture to original location. Folding chairs and tables are stored in hallway.
- ___ Lock ALL doors: Both bathroom doors from hallway. Hall door. All exterior doors. **DO NOT LOCK THE BOTTOM LOCK ON FRONT DOOR.** If you open the french doors the pin on the left door must be engaged at the top otherwise they will open even if locked.



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___ Leave thermostat set to Heat and 60 degrees (Winter) Air and 75 degrees (Summer)

___ Turn off all interior lights and fans. Fan remote is present in holder on wall

___ Turn off exterior lights and fans

___ Log out of all apps on TV. Turn off TV. Remote on mantle.

___ All personal belonging and decorations are removed. Door code will expire with the end of your rental slot.

___ Clubhouse chairperson notified of any damage or cleaning issue. N/A if not applicable

The Rental Fee does not cover cleaning, or any damage to the clubhouse. If the clubhouse is found unsatisfactory, charges will be taken from the cleaning/damage deposits.

For questions, please contact:
Stefanie Baker - (404) 934-3854
Denise Pierce – (770) 630-8104

I am leaving the Hampton Glen clubhouse clean and in good condition.

Signed: _____

Printed Name: _____

Date: _____

For clubhouse chairperson to fill out

Clubhouse Checked by: _____

Date: _____

Approved/Not Approved for return of cleaning/damage deposit.