

**NOTTING HILL HOA
CLUBHOUSE CLEANING CHECKLIST**

- 1.) ALL FLOORS SWEEPED & MOPPED.
- 2.) RUG VACUUMED – NO SPILLS, STAINS OR BURNS.
- 3.) KITCHEN – COUNTERS, SINK, MICROS & REFRIGERATOR CLEAN.
- 4.) FURNITURE – IN PLACE AS FOUND.
- 5.) BATHROOMS – CLEAN SINKS, TOILETS & COUNTERS. EMPTY TRASH.
- 6.) CEILING & WALLS – ORIGINAL CONDITION.
- 7.) WINDOWS – CLEANED, CLOSED & LOCKED.
- 8.) DOORS – CLOSED & LOCKED.
- 9.) TABLES & FOLDING CHAIRS – CLEANED & REPLACED WHERE FOUND. NO DAMAGE.
- 10.) DECORATIONS – **ATTACHED TO NON-PAINTED SURFACES ONLY**. REMOVE ALL DECORATIONS.
- 11.) TRASH – ALL TRASH CANS EMPTIED & ALL TRASH REMOVED FROM CLUBHOUSE. ALL OUTSIDE TRASH PICKED UP.

RENTERS ARE RESPONSIBLE TO RETURN THE CLUBHOUSE TO THE CONDITION IN WHICH IT IS RECEIVED.

FAILURE TO COMPLETE ALL ITEMS ON THE CHECKLIST WILL RESULT IN FORFEITURE OF ENTIRE CLEANING DEPOSIT.

MISSING ITEMS, DEEP SCRATCHES OR DAMAGE TO WALLS, WOODWORK, FLOORS, FURNITURE, ACCESSORIES, APPLIANCES , DOORS OR WINDOWS WILL RESULT IN CHARGES TO REPLACE OR REPAIR DAMAGE AS DETERMINED BY FAIR MARKET VALUE OR ACTUAL EXPENSES.

PRE-RENTAL –

RENTER: _____ DATE: _____

NOTE CONDITION OR ANY EXISTING DAMAGE:

NH BOARD MEMBER: _____ DATE: _____

POST RENTAL –

RENTER: _____ DATE: _____

NH BOARD MEMBER: _____ DATE: _____