

CHECK LIST FOR LEAVING THE CLUB IN ORIGINAL CONDITION

(not covered by cleaning crew)

- _____ 1. Turn off and unplug kitchen appliances and equipment where necessary.
- _____ 2. Wash, dry, and put back in proper places kitchen utensils and serving dishes if used.
- _____ 3. Take or dispose of all leftover food.
- _____ 4. Fold tables and chairs and place back in storage area (notify if there is any damage prior or after use)
- _____ 5. Move furniture and rugs back to original arrangement.
- _____ 6. Leave blinds closed (even if they were open when you came in)
- _____ 7. Turn off all lights (interior and exterior- if used for grilling out)
- _____ 8. Lock all doors (front, kitchen side door to dumpster, back door to pool).
- _____ 9. Remove all decorations and substances used to install decorations.
- _____ 10. Remove all full trash bags (kitchen, main room, bar area, outside-if used) and place in the Dallas City trash bins in the gated trash storage area outside of the kitchen. Re-latch gate at the trash storage area. Trash is picked up on Mondays.
- _____ 11. Replace trash bags.
- _____ 12. Turn off stereo/TV systems.
- _____ 13. Return key to before 12pm the next day to the House chairperson.

All or a portion, with a \$50 minimum, of the deposit may be withheld if any of the above items are not completed and if the Club is not left in its original condition.