Resident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Resident Pre-event Checklist***

**Prior** to your event please inspect the clubhouse and determine if anything is not in working order or other areas of concern (e.g., damage to the furnishings, appliances or interior). After the pre-event inspection & **prior** to the event please notify the committee of any damage or areas of concern IMMEDIATELY and send pictures so the damage will not be attributed to your event. **Note. Please use door stops to prop open outside doors, to avoid scraping paint.**

***Clubhouse committee notified of areas of concern: Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Method of notification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Resident post event Checklist (to be completed within 48 hours of event)***

***Kitchen***

\_\_\_\_\_Trash can clean with fresh liner \_\_\_\_\_ Refrigerator/freezer clean and empty

\_\_\_\_\_Clean sinks & countertops \_\_\_\_\_ Floors and Rug swept/vacuum/ & mopped

\_\_\_\_\_Replace paper towels if needed \_\_\_\_\_Clean & put away any kitchen items used

\_\_\_\_\_Towels & dishcloths washed, returned clean

***Bathrooms***

\_\_\_\_\_Take out trash and re-line cans \_\_\_\_\_Clean Mirrors

\_\_\_\_\_ Clean toilets and urinal in bathrooms \_\_\_\_\_ Clean sinks and counter tops

\_\_\_\_\_ Sweep & Mop floors in bathrooms

\_\_\_\_\_ Replace, if needed, soap, toilet paper & paper towels

***Common Areas***

\_\_\_\_\_Sweep & mop floors in the common areas \_\_\_\_\_Vacuum rugs in common areas

\_\_\_\_\_Clean glass top tables \_\_\_\_\_Wipe down chairs if needed

\_\_\_\_\_Remove all decorations used \_\_\_\_\_Upstairs areas clean and tidy

\_\_\_\_\_Clean any items or areas used by event attendees

\_\_\_\_\_\_\_\_\_\_\_\_***Thermostats set correctly*** \_\_\_\_\_\_\_***Ceiling fans turned off***

\_\_\_\_\_\_\_\_\_\_***Door between bathrooms/workout area closed/locked***

***When ready for post event inspection please email:gazebopointclubhouse@gmail.com Date/Time\_\_\_\_\_\_\_\_\_\_***

***Post cleanup checklist***

Clubhouse committee member will place check mark over Resident initials in post event checklist to indicate

that item was completed satisfactorily.

\_\_\_\_\_Resident notified of items to remedy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date/Time\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Treasurer notified to return deposit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**See back of page for important details on Thermostats and securing the clubhouse.**

*\*\*\*All* ***three*** *thermostats should be set to the following:*

**Cool Setting** (Summer):**76 degrees**

**Heat Setting (**Winter): **68 degrees**

\*\*\*Upstairs \*\*\*Front Hall by stairs Bathroom/workout area\*\*\*

***Ceiling fans should be turned off***

***LOCKING UP:***

***Clubhouse front doors:***

***Please check the doors at the front of the clubhouse (Maloney Road) - if opened, they can appear closed but in fact are not locked. Please gently push against the door and make sure that it does not open.***

***Door between bathrooms/workout area and main part of Clubhouse:***

***Please make sure it is closed and locked.***

***Pool Side Bathroom Door:***

***Please make sure it is closed and locked.***

***Double Doors by Firepit:***

***Please close and confirm these doors are locked.***

***Clubhouse/Pool Entry Gate:***

***Please make sure the gate is closed.***

***Car Entry Gate:***

***If the neighborhood entry gate was opened for guest traffic, please make sure to use the remote to close the gate prior to vacating the clubhouse.***

***Please Note: Resident is responsible for placing clubhouse trash can at curb & returning on trash pickup day***