

TANGLEWOOD NORTH HOA

CLEANUP CHECKLIST

- ☐ Paseo de Oro Clubhouse
- ☐ Via Largo Clubhouse

EVENT DATE _____

EVENT _____

Prior to using clubhouses, please notify TNHOA Management Office if clubhouse is not in “pre-party” condition to avoid responsibility for cleaning and/or damage fees. When finished using clubhouse, review this form, complete the following tasks, and return key into the gold mailbox located at the office.

- ☐ Outside common areas are cleaned and trash is properly disposed of.
- ☐ All surfaces must be CLEAN, free of dirt, crumbs and spills.
 - ☐ Kitchen counters and appliances (soap and sponge available at clubhouse)
 - ☐ Appliances (refrigerator and oven must be empty)
 - ☐ Floors (Broom, dust pan and mop available, next to refrigerator)
 - ☐ Furniture (Couches, tables and chairs cleaned and in proper places)
 - ☐ Windows free of handprints and smudges (glass cleaner spray and paper towels available at clubhouse)
- ☐ Decorations have been removed and/or disposed of.
- ☐ All furniture is accounted for, clean, and in proper pre-party positions.

Paseo de Oro Clubhouse: 2 Couches, 4-8’ tables, 6 card tables, 1 brown 8’ table, 1 odd 4’ table, 1 odd 6’ table, 33 folding chairs

Via Largo Clubhouse: 2 Couches, 4-8’ tables, 1-6’ Table, 6 card tables, 32 folding chairs

- ☐ Trash has been removed for disposal at reservationists home. A new trash liner has been placed in the waste basket.
- ☐ Air conditioning/heater is in the OFF position.
- ☐ Blinds are tilted to a fully opened position.
- ☐ Lamp on the end table is ON.
- ☐ Ceiling lights and fans are OFF.
- ☐ All doors, including restrooms, are closed and locked.
- ☐ Key is returned to the Management Office and sign-off by reservationist is complete.

If the clubhouse is left in unsatisfactory condition, you will be notified, the \$150.00 deposit check will be forfeit to the association, and proper cleaning/repair fees will be assessed and fined to you in order to return the clubhouse to pre-party condition.

*Lost/unreturned keys will be assessed a \$150.00 fee.

Reservationist’s Signature

Date