

## **Cascades Clubhouse Departure Checklist**

*Please be sure you have completed the following items before leaving the Clubhouse.*

- Remove ALL trash (bathroom and main room) and dispose of in the dumpster. **\*\*DURING NON-POOL SEASON, YOU MUST TAKE YOUR TRASH HOME WITH YOU. THE DUMPSTER IS SEASONAL\*\***
- Vacuum all carpet and if necessary, please empty vacuumed contents into your trash. Vacuum located in closet next to the kitchen.
- Sweep (clean spills and sweep tile floors including bathroom) and mop, if needed.
- Wipe down tables/surfaces.
- Empty all food/beverages from refrigerator and freezer – do not leave leftovers for the next user!
- Clean all dishes used.
- Return all furnishings and decorations to original location (see the map inside cabinet door above kitchen sink).
- Replace paper products (toilet paper, paper towels, trash bags) in kitchen and bathroom. Supplies and Keys above kitchen sink.
- Turn off all the lights (please verify fans are off). Outside lights and holiday lights are on timers.
- Lock all outside doors and bathroom connecting door. Make sure non-moving front door thumb bolts are properly latched on edge of door.
- Return all keys to original cabinet location.