



**THE WHITE GABLES CLUB**  
**CLEAN-UP AND INVENTORY CHECKLIST**

**Great Room/Kitchen**

- Empty Trash
- Clean table tops
- Ensure *all* furniture is in its *proper* place
- Clean up any spills, food, etc. from floor, walls, doors, etc.
- Wipe down cabinets and counters in kitchen
- Wash and put away any dishes (do not leave them in the sink)
- Turn off, clean and put away coffee pot(s) (if used)
- Make sure oven/stove is turned off
- Clean inside of the microwave (if used)
- Turn off all lights. **Outdoor** are on timers and are not switched.

**Bathrooms**

- Empty Trash
- Wipe down cabinets, counters, and toilets
- Sweep and mop floor (if necessary)
- Lock Bathroom Doors

**Inventory**

- 40-Black Chairs     5-Round Tables
- 4-Long Tables

**Trash**

Bag all of your trash and haul trash to a dumpsite. The Clubhouse containers cannot accommodate a large volume of trash for multiple parties each weekend.

**Cleaning supplies**

Cleaning supplies such as Windex, a broom, toilet paper, bathroom towels, etc., are kept in the supply room, between the bathroom doors. Please keep this door locked at all times.

**\*PLEASE MAKE SURE ALL DOORS AND WINDOWS ARE LOCKED BEFORE LEAVING THE CLUBHOUSE\***

When completed, sign and return with all keys.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_