



## Wesley Place Homeowners Association Resident Information Compendium

### Clubhouse After Use Care and Cleaning

You will find cleaning supplies under the kitchen sink. The vacuum, broom and mop are in hall closet.

1. Return furniture to original place and position. Do not drag on carpet.
2. Clean glass table tops with Windex.
3. Brush off and dust chairs and furniture.
4. Vacuum carpet. Sweep all other floor surfaces.
5. Wash and dry kitchen items (e.g. dishes, glasses, pans, etc.) and return to cabinets. Do not leave items in the dishwasher. If necessary, return to the clubhouse to empty the dishwasher after items have been washed and are dry.
6. Remove all food, drinks and ice that you brought for your activity.
7. Clean and wipe down sink, countertops, stove and refrigerator. Unplug and clean the coffee maker if used. Unplug and clean the microwave oven if used.
8. Sweep kitchen floor. Mop and clean any spots or stains.
9. Clean restroom sinks, toilets and floors.
10. Close and lock French doors leading to pool area. Close window blinds.
11. When leaving the clubhouse—
  - a. Remove all trash from the clubhouse. Replace plastic bag in each can. Take trash with you. Do not leave trash in or around the clubhouse or pool area.
  - b. Check that oven and stove burners are off.
  - c. Turn off all lights and ceiling fans.
  - d. Set thermostat at 80° in summer and 50° in winter, upon leaving.
  - e. Close and lock front door using posted instructions.
12. The clubhouse must be cleaned and ready for the next use by 12:00 noon the following day. Call the person designated on your use agreement to arrange a joint inspection of the clubhouse. If there is no damaged or missing property and if the facility has been properly cleaned, your \$35.00 security/cleaning deposit will be returned at that time.
13. Considerate use of the clubhouse and equipment will let your neighbors enjoy the same amenities as during your use of the clubhouse, and will help to delay the expense and trouble of replacement. Thank you.

Updated April 2015