

# Fox Run Clubhouse Cleaning Checklist

	Pre-Inspect	Comments	Post-Inspect	Comments
Main Room				
Floor – <i>vacuum all carpet</i>				
Furniture – 4 tables & chairs				
Doors and Windows				
Walls				
Kitchen				
Microwave				
Refrigerator				
Stove				
Kitchen counters/cabinets				
Floor - <i>mop</i>				
Hallway				
Floor - <i>mop</i>				
Walls				
Bathroom - Ladies				
Sink				
Toilet				
Floor - <i>mop</i>				
Walls				
Bathroom - Mens				
Sink				
Toilet				
Floor - <i>mop</i>				
Walls				
Meeting Room				
Furniture				
Floor - <i>vacuum</i>				
Doors and Windows				
Walls				
Storage Room				
Trash – <i>deposit outside in container</i>				
Outside Patio/Porch – <i>sweep thoroughly</i>				
AC – <i>set thermostat @ 78°</i>				
Heat – <i>set thermostat @ 68°</i>				

**Inspection:**

**Post-Inspection:**

\_\_\_\_\_  
Clubhouse Committee Representative

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Clubhouse Committee Representative

\_\_\_\_\_  
Renter

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Renter