

SOUTHWOOD CLUBHOUSE CLEANING RULES

- In the summer, the air conditioner is set to 80 degrees. In the winter, 70 degrees. Please reset before you leave.
- All rentals end at 1:00 AM.
- Please keep noise to a minimum after 10:00 PM.
- No fires in the fireplace

Decorating:

Do Not use staples, thumbtacks or nails. Use only masking tape, not cellophane tape. You will be charged to repaint any damaged walls. **Do Not** use confetti as it takes weeks to get thoroughly cleaned up.

Avoiding Damage:

Moving furniture is discouraged. If furniture must be moved, **PLEASE** carry it. **DO NOT SLIDE** the furniture, as this will scratch the floor. If the floor is damaged, funds will be collected.

Use cooking hot pads to protect surfaces from hot food items.

DO NOT place kegs of beer on the carpet.

Cleaning Guidelines:

Cleaning rules are posted and given to you at check-in. If cleaning is not done accordingly, you will be notified and given the opportunity finish cleaning. If time does not allow this before the next rental, your full damage and cleaning deposit will not be returned.

You will be charged for any damage to the Clubhouse, its contents or grounds that occurs during you rental time. Keys need to be returned immediately after you have completed the cleaning checklist.

SNA CLUBHOUSE CHECKLIST

1. Clean all table tops before placing them in the storage closet.
2. Stack the table's bottom-to-bottom and top-to-top.
3. Place chairs in storage closet after wiping them off.
4. Wipe down all counter tops and coffee/end tables. Return the furniture to their original positions.
5. Empty trash containers in:
 - A. Serving areas
 - B. Kitchen
 - C. Bathroom
6. Remove all decorations.
7. Remove all ice from the freezer. Remove food from the refrigerator and wipe it down.
8. Mop all uncarpeted floor including the bathroom, with lukewarm water only. Change the water frequently to prevent streaking. Pour the dirty water into the toilet.
*** Mopping is mandatory or money will be withheld from your deposit.**
9. Remove black heel marks with panty hose. Available panty hose located in the cleaning closet.
10. Vacuum carpeted room, entry rug, and under furniture cushions. Empty the vacuum dirt container.
11. Wipe down the appliances, including the microwave. Wipe down the kitchen sink and faucet.
12. Wipe down the bathroom sink, faucet, and mirror. Clean the toilet.
13. **Pick up all trash from the parking lot and the playground. This includes cigarette butts from the outside entryway in the planter.**
14. Close all windows, open all blinds, turn off all lights and fans. Make sure the front and back doors are locked securely before leaving.

** If additional cleaning is required after your use of the clubhouse, and time allows, you will be called with the option of doing the work yourself. If time does not allow cleaning before the next rental, you will be charged for the cleaning that has not been done. This amount is determined by the SNA Board Members based on the amount of time it takes the Reservations Secretary to clean up.

If there are any questions, please call: Nila at 402-423-1025