

Check-Out Checklist

Please check each item off:

RECEPTION AND GREAT ROOM:

- Tables and chairs returned to storage space
(please - if any need repairs, do not put them away, leave them by the front door)
- Fireplace has been turned off. If used return remote to the TV console/cabinet on the left side
- Ceiling fans are turned off.
- Thermostats are both set to 60* in winter and 80* in the summer.
- Doors and windows are closed and locked.
- Decorations and blue painters tape have been removed.
- TV/Music/Audio is turned off on the key pad & operation located on the left side of the TV

KITCHEN:

- Oven, warming drawers, induction top, are emptied and wiped out, induction cooktop is wiped down and all turned off.
- Refrigerator/Freezer is emptied and cleaned.
- Utensils, cutting board, potholders and hot pads are clean and returned to drawers.
- Trash cans are empty. (Empty trash bags are located under the sink.)
- Counters, shelves, and cabinets have been wiped clean.

RESTROOMS:

- Trash cans are empty.

OVERALL:

- Lights are turned off.
- Trash has been placed in garbage bags and placed in dumpster. (Located in shed at the east end of the parking lot)
- Drop key in the PCA mail drop box (located across the street from the clubhouse on Winthrop New Road) or the PCA office within 24 hours.

NOTES OR FEEDBACK, INCLUDING ANY DAMAGE:

PLEASE REMEMBER THAT FAILURE TO COMPLETE THE ABOVE TASKS WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.

RENTERS SIGNATURE: _____ DATE: _____

APRIL FRESH CLEANING SIGNATURE: _____

PLEASE LEAVE THIS SHEET ON THE COUNTER FOR APRIL FRESH CLEANING TO REVIEW. April Fresh Cleaning to deliver to the PCA office. Please take pictures of damage or areas that are not cleaned.