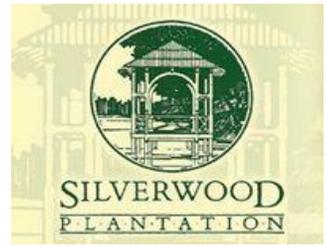


Silverwood Plantation Clubhouse

Clean-Up Instructions Sheet



Note: if you do not cleanup the clubhouse after your event, your deposit will be used to hire someone to clean it.

Check

Instructions

_____ **Floors:** Must sweep all interior floors including the bathroom must mop with a disinfectant or other cleaner make sure all food spills, etc. are removed.

_____ **Walls:** Remove all decorations, ribbons, balloons, tape, staples, tacks etc. * if you use helium balloons, be aware if they get caught in the ceiling fans/burn up the motor, you will be charged \$200 for the repair/replacement.

_____ **Tables & Chairs:** Wipe off and clean all table tops. Wipe off chairs as needed (food, stains etc.) make sure chairs are placed on top of tables.

_____ **Counter Tops & Sinks:** Clean and make sure sink drains are free from food.

_____ **Trash Cans:** Make sure trash cans are clean, disinfected and free from food etc. Rinse out trash Cans as needed. Remove all trash from the building. You may use the two outside trash cans unless they are already full. If full, take trash with you. No trash is to be placed outside of the cans provided

_____ **Refrigerator:** Remove all food, drinks, ice etc from refrigerator and freezer do not leave any contents in refrigerator. Clean up all spills inside and out

_____ **Stove:** If used. Please clean inside and outside of stove as needed

_____ **Windows:** clean all front and back door windows and any other glass that may have smudges or hand prints

_____ **Porches:** sweep and clean as needed. Remove any trash and put tables and chairs into place (if moved)

_____ **Lights, ceiling fans and heating & Air:** Turn off all lights and ceiling fans, make sure heat/air is set to a reasonable level. Leave foyer entrance table lamp on

Thank you for following these instructions. Your comments are greatly appreciated If there is a problem or the clubhouse is not in proper order when you arrive, please call or contact one of the SPHOA board members so we can look at it before you hold your event

If clubhouse is not cleaned to these specifications you will forfeit your deposit per reservation agreement