

VINEYARDS CLUBHOUSE DEPARTURE CHECKLIST

A copy of this checklist is posted on the refrigerator door for your convenience.

If the following items are not completed to satisfaction, your cleaning deposit may be retained.

- Wipe down all tables & chairs
- Place ALL furniture back in original location
- Vacuum carpet
- Sweep floor
- Clean bathrooms
- Wipe down counters / Clean sink
- Clean refrigerator and microwave of any spills
- Take all trash out to roll carts and replace liners *All trash must be bagged*
- Outside patios cleaned (if used) and all furniture back in original location
- Thermostat - turn heat down to 55 and air up to 78
- Turn off lights
- All doors are locked

Thank you for your Clubhouse rental. We appreciate your business.

With any questions, concerns or comments please call:

Community Association Management (CAM)

573-499-4445 (M-F / 9am-5pm)
573-356-1196 (After-Hours Maintenance)

Board Members:

Jeff Hayes	573-489-6085
Jim Eggemeyer	573-819-5337
Beth Riggert	573-864-1966