

VINEYARDS CLUBHOUSE DEPARTURE CHECKLIST

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

- Wipe down all tables & chairs**
- Place ALL furniture back in original location**
- Vacuum carpet**
- Sweep floor**
- Clean bathrooms**
- Wipe down counters**
- Clean refrigerator and microwave of any spills**
- Take all trash out to roll carts and replace liners**
- 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.

Please contact Community Association Management with any questions, comments, or concerns at 573-499-4445 or info@camcolumbia.com.

Should you have any issues the day-of your event, please contact CAM's after-hours emergency maintenance line at 573-356-1196, or one of the Board Members:

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