

## CHATEAU PRE/POST RESERVATION CHECK LIST

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Event Owner: \_\_\_\_\_

**All Cleaning Supplies and Tools Will be Provided for You for Post Clean Up**

### Pre-Inspection Check List:

- ✓ A Board Member Will Meet You 10 Minutes Prior to Your Scheduled Event Time
- ✓ Deposit of \$100.00 made to CAM.
- ✓ Request time to view Clubroom for an event.
- ✓ Review of Cleaning Supplies to be used.
- ✓ Review of Post Check Off List
- ✓ Answer Any Additional Questions Event Owner May Have

### Post-Inspection Check List:

- ✓ Kitchen:
  - Countertops, Sink & Refrigerator Sprayed and Wiped Down with Clorox Spray and Fiber Cloth
  - Floor Swept and Mopped if Necessary, with Swiffer Mop & Cleaning Pads
  - Trash Removed and New Bag Placed in Trash Can
- ✓ Clubroom:
  - Glass Top Surfaces Cleaned with Window Cleaner and Fiber Cloth
  - All Carpet Areas Vacuumed
  - General Inspection of Reserved Area
- ✓ Bathroom:
  - Toilet Sprayed and Wiped with Cleaner and Fiber Cloth
  - Sink and Countertop Sprayed/Wiped Down
  - Floor Swept and Mopped with Swiffer
  - Replace Toilet Paper if Needed.
- ✓ Entrance:
  - Entry and Hall Rug Vacuumed
  - Ceramic Tile Swept and Mopped, if Necessary

### Completed Walkthrough:

- ✓ Event Owner \_\_\_\_\_ Board Member \_\_\_\_\_