

**CHATEAU PRE/POST RESERVATION CHECK LIST
2026**

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:

- ✓ Reserve your event on the CAM Website Owners Portal
- ✓ A Board Member Will Contact You Prior to Your Scheduled Event Time
- ✓ Deposit of \$100.00 will need to be delivered to CAM prior to your scheduled event.
- ✓ Review Cleaning Supplies.
- ✓ Review of Post Check Off List.
- ✓ Answer any additional questions the Event Owner may have.

Post-Inspection Check List:

- ✓ Kitchen:
 - Countertops, sink & refrigerator sprayed and wiped down with Clorox Spray.
 - Floor swept and mopped, if necessary, with broom and Swiffer mop.
 - All trash removed in the kitchen and replaced with a new bag.
 - Trash bag taken to the dumpster for disposal.
- ✓ Clubroom:
 - Glass top surfaces cleaned with window cleaner.
 - Vacuum all carpeted areas.
 - General inspection of reserved area.
- ✓ Bathroom:
 - Toilet Sprayed with disinfectant cleaner and wiped down
 - Sink and countertop sprayed with disinfectant cleaner and wiped down.
 - Floor swept and mopped with Swiffer
 - Replace toilet tissue if needed.
- ✓ Entrance:
 - Entry and hall rug vacuumed
 - Ceramic tile swept and mopped, if needed.

Closing Responsibilities for the Event Owner:

- ✓ Lock the Clubroom Door at the end of your event. (Key provided by Board Member)
- ✓ Deposit the key through the mail drop opening located on the Clubroom door.
 - Board Members cell phone numbers provided on the lanyard with Clubroom key.

Board Member will inspect the Clubroom following your event and contact the Event Owner if needed for additional cleaning or repairs.

✓ Event Owner _____ Board Member _____