Truro Community Clubhouse
Post-event Checklist

This is a checklist of the necessary steps for clean up and closing the Clubhouse after your event. Please leave the Clubhouse as you found it so that it will be ready for the next renter or THA community use. Return the checklist with the keys to the Clubhouse Reservations Chair. Following a successful inspection and within 30 days, your deposit check will be returned.

_____ _____

Name of Renter (THA/TCC member) E-mail address

_____ Remove all materials hung on walls or ceilings from the facility's exterior inc|uding the parking area.

_____ Wipe down all Clubhouse property chairs and tables which were used during your event.

_____ Stack and store Clubhouse chairs and tables appropriately in the storage room.

_____ Clean bathroom toilets, counters, sinks and floors.*

_____ Clean kitchen counters, sinks and floors, taking care to wipe up any spills which might have splashed cabinets, appliances, doors, etc.*

_____ Sweep and mop the entryway floor.*

_____ Sweep the C|ubhouse's hardwood floor with a dry mop and dustpan (available in the cleaning closet).

_____ Clean spills or marks on the C|ubhouse's hardwood floors with a sponge or mop dampened with water ***only***. (No other cleaning substances may be used on the hardwood floor.)

_____ Seal all trash bags and carry to the outside trash bins on the north side of the upper parking lot.

_____ Place new, empty trash bags into all receptacles in the Clubhouse (restrooms, kitchen, main room)

_____ Close all of the curtains. Close and secure the sliding glass doors.

_____ Verify that the side door is closed and locked. Verify that the door from the kitchen to the deck is closed and locked.

_____ Turn off all interior lights and overhead fans.

_____ Take one last look around: did you collect all of your things? Does the Clubhouse look like it did when you arrived?

_____ Close and lock the door between the Clubhouse meeting space and the entryway.

_____ Lock the Clubhouse main door from outside as you leave.

_____ If you are leaving after 9:00 pm, close and lock the parking lot gate/gates.

*You will need to provide the requisite cleaning products and tools for this purpose