

BARRINGTON TRACE

CLUBHOUSE RENTAL

CHECK LIST

The Barrington Trace Clubhouse is here for your enjoyment. This checklist will help to assure that the next person finds the facility as enjoyable. Please take a minute to follow the recommendations provided. Observing the checklist will help to insure a full refund of your deposit.

CLOSING OF CLUBHOUSE; the following items must be completed prior to vacating the premises:

Restrooms

- _____ Sweep and mop floor, clean counter top
- _____ Ensure all water faucets turned off
- _____ Toilets are clean and left in same condition
- _____ Turn off lights

Kitchen

- _____ Sweep and mop floor
- _____ Clean counter top and wipe off stove
- _____ Wipe any spills in refrigerator and on the stove
- _____ Empty all trash and place trash in outside receptacles
- _____ Check water faucets
- _____ Remove all personal items from refrigerator
- _____ Ensure all appliances have been turned off – except refrigerator
- _____ Turn off lights

Main Clubhouse

- _____ Clean spilled drinks from floor (just wipe, not necessary to mop)
- _____ Empty all trash cans and place trash in outside receptacles
- _____ Return all furniture to original position inside the clubhouse
- _____ Check furniture for food particles and liquid spillage



Please place chairs and tables as shown in the photo. Thank you!