Saratoga Woods Community Association

CLUBHOUSE AND GROUNDS CLEAN UP CHECKLIST

This checklist must be completed, signed by the lifeguard on duty or the clubhouse director and returned with any key borrowed to Clubhouse Director, Natalia Belova at 12562 Radoyka Drive, Saratoga at the conclusion of your rental.

Please ensure the following:

☐ Bathrooms are clean (toilets and urinals in all bathrooms are flushed).

☐ Clubhouse is clean (no food left in the refrigerator, dishwasher and drying rack emptied, counters wiped, barstools lined up against the counter, furniture in its proper place and clubhouse swept and/or vacuumed).

☐ Deck area surrounding the pool and clubhouse is clean.

☐ Grounds are tidied (furniture returned to original placement) and during pool season BBQ area is clean (grill is cleaned after use and no lighter fluid left by grill).

☐ Tables are cleaned and returned to their rightful place after use.

☐ All trash from the event is picked up and emptied into the trash and recycling cans on the side of the clubhouse, and new trash liners have been placed into trash cans. Trash in excess must be taken home with you.

☐ Both clubhouse heaters are turned to the OFF position.

☐ All lights are turned off (lights in both bathrooms, back light outside of the club, lights hanging from the overhang and lights inside the clubhouse).

☐ All doors are locked (front clubhouse entry, exterior bathroom doors, rear clubhouse entry).

☐ Clubhouse *and* gate are locked upon departure.

Hosting Member Name: _____ Event Date_____

Signed: _____ Date _____

Hosting Member signature

Please have a lifeguard or the clubhouse director sign this checklist to verify you have properly cleaned the clubhouse and grounds after use. This form and any loaned key must be returned to the clubhouse director by the evening of the date of the reserved event or the cleaning deposit will be retained.

Signed: _____ Date _____

Lifeguard or Clubhouse Director signature