

## Lochside Clubhouse Checklist

### **Kitchen:**

- \_\_\_\_\_ Clean all surfaces
- \_\_\_\_\_ Mop floors
- \_\_\_\_\_ Turn lights off
- \_\_\_\_\_ Remove food from refrigerator

### **Meeting Room:**

- \_\_\_\_\_ Mop tile and vacuum rug
- \_\_\_\_\_ Turn lights off
- \_\_\_\_\_ Clean tables
- \_\_\_\_\_ Close & lock windows

### **Bathrooms:**

- \_\_\_\_\_ Clean sink & toilet
- \_\_\_\_\_ Clean counter top
- \_\_\_\_\_ Turn off fan & lights
- \_\_\_\_\_ Clean mirrors

### **Trash:**

- \_\_\_\_\_ Bag and REMOVE ALL TRASH from the facility

### **General:**

- \_\_\_\_\_ Set A/C (80) or Heat (60)
- \_\_\_\_\_ Report any damage/repairs

### **Exterior / Pool Area:**

- \_\_\_\_\_ Sweep deck area, then hose off
- \_\_\_\_\_ Pick-up litter around front entry
- \_\_\_\_\_ Bag & remove trash
- \_\_\_\_\_ Return all chairs & tables to original positions
- \_\_\_\_\_ Hose down deck area

Contact Cecilia Williford at CAS, 788-9911 or [cecilia@casnc.com](mailto:cecilia@casnc.com)  
or any member of the Pool/Clubhouse Committee