

### OAK CREEK CLUBHOUSE CLEAN UP LIST

1. Return Clubhouse to original order.
2. Empty garbage and replace can liners. Trash is to be taken to property owner's home for disposal.
3. Vacuum carpeted areas as needed. Replace vacuum bag if needed.
4. Wipe up spills on all tile floors, counter tops and/or tables.
5. Return chairs and tables to their original locations. There should be 65 folding chairs, 8 long tables and 4 round tables.
6. Empty refrigerator and freezer of personal items brought. Wipe up spills on counter tops and floor in kitchen.
7. Turn off stove and oven.
8. Turn off fire in fireplace, if used. Close damper and doors.
9. Do not tape decorations to walls or ceiling. It damages paint and drywall.
10. Wipe off toilets, sinks and mirrors in bathrooms as needed.
11. In the winter set the thermostat down to 60 degrees.
12. Close and lock all doors and windows
13. Turn off lights, including outside porch lights. Pool and front yard lights are on timers.

If the above clean up steps are not completed or not performed satisfactorily, the clubhouse committee is authorized to deduct an appropriate amount from the security deposit. If desired, cleaning services can be arranged with the regular cleaning company. This request should be made when reserving the clubhouse for your event. Please contact a member of the Clubhouse committee to report any repairs deemed necessary or if you have used the last of any supplies provided in the Clubhouse.

#### Committee Members:

Dorothy Jarman      630-553-5896

Judy Palmer      630-553-5542

Beth Johnson (rentals)      630-336-6159, bethmjohnson@comcast.net