

**SQUIRE VALLEY HOMEOWNERS ASSOCIATION**  
**CLEANING AND USAGE CHECKLIST (cont)**

<u>AREA</u>	<u>ACCEPTABLE</u>	<u>NOTE EXCEPTIONS</u>	<u>MINIMUM CHARGE</u> <u>WHEN UNACCEPTABLE</u>
Keep all doors & windows closed during the event when the furnace or air conditioner is in use.	_____	_____	\$25.00
Thermostat should be returned to the following setting after the party: summer air conditioner in use 85 degrees f.; winter heating in use 55 degrees f. NOTE: please return fan motor to "auto" setting.	_____	_____	\$25.00
All outside & inside lights turned off	_____	_____	\$10.00
All chairs & tables returned to original location.	_____	_____	\$25.00

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<u>AREA</u>	<u>ACCEPTABLE</u>	<u>NOTE EXCEPTIONS</u>	<u>MINIMUM CHARGE WHEN UNACCEPTABLE</u>
GARBAGE REMOVAL Empty & clean all trash cans. Remove all trash from clubhouse & grounds. Replace all plastic bag liners if they are removed.	_____	_____	\$35.00
FOOD Remove all food from refrigerator & cabinets	_____	_____	\$10.00
CLUBHOUSE EXTERIOR Clean decks & surrounding grounds of all party related debris (paper, cups, cans, discarded cigarette butts esp. on patio below deck & ground area to right of stairway to the deck).	_____	_____	\$10.00
Close and lock all windows & doors. This includes inside door to stairway from lower level and the lower level storage room door.	_____	_____	\$25/infracton
Return keys as directed	_____	_____	\$5/day late
Lost keys	_____	_____	Cost of new locks & keys
Close clubhouse by 2 a.m.	_____	_____	\$100.00
Return pool area furniture to original position, clean waste bins of the debris, empty ash holders & turn umbrellas down.	_____	_____	\$100.00

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It is the responsibility of the member reserving the clubhouse to immediately tour the clubhouse at their first access to the clubhouse prior to their function, at the time the key is received and/or prior to the party. It is imperative the member thoroughly inspect the clubhouse and note on the checklist any soiled or damaged items, other than those already inventoried and noted. Assessments for damage or loss of clubhouse property will be based on the visual inspection and review of the "Cleaning & Usage Checklist" by the member and the reporting of missing items or of damage to the Clubhouse Director or Towne Properties office (859-291-5858) prior to the function. Leave your copy of the check list on the kitchen counter top for use by the Clubhouse Director for their "after the party" checkout.

The community member reserving the clubhouse is responsible for the payment of repair or replacement of any and all damaged items. This responsibility will remain in effect until the Clubhouse Director completes his portion of the checklist, the key is returned, and the checklist is signed and returned to the community

<u>AREA</u>	<u>ACCEPTABLE</u>	<u>NOTE EXCEPTIONS</u>	<u>MINIMUM CHARGE WHEN UNACCEPTABLE</u>
<b>KITCHEN</b>			
Clean & empty Refrigerator, clean stove, countertops & sink. Sweep & mop floor.	_____	_____	\$10.00
<b>RESTROOMS</b>			
Clean toilets, Wash basins, mirrors. Empty trash cans. Sweep & mop floor	_____	_____	\$10.00
<b>GENERAL</b>			
Clean spills from tables, Chairs, window & stair ledges & stair rails. Wipe smudges from walls & windows. Check plants for debris	_____	_____	\$10.00
<b>VACCUM</b>			
Vacuum carpet, make certain Areas under furniture are clean. Vacuum Upholstered furniture, make Certain to clean under cushions.	_____ -	_____	\$10.00