

RESERVATION DATE: _____

Retreat at Jordanelle Clubhouse cleaning checklist:

*****This checklist must be turned in in order to receive your deposit*****

PO Box 1006, Orem, UT 84059

Information provided will be confirmed by the cleaning crew

INSPECTION BEFORE EVENT:

Visible appearance/ Damages to Great Room before event: (stains on carpet, broken light fixtures, cleanliness, etc.)

INSPECTION AFTER EVENT

- Empty all trash cans in common area and kitchen
- Vacuum floor in common area
- Sweep and mop kitchen floor
- Wipe down kitchen counters
- Remove any food from refrigerator in kitchen
- Remove all decorations from inside the clubhouse
- Remove all decorations from outside the clubhouse
- Return furniture to original position
- All restrooms must be in the same condition as you found them.
- Thermostat put back to original temperature

If these items are not completed, you will forfeit your entire deposit.

****Please note that this list is not all inclusive and if there are other items which must be cleaned or repaired as related to your use of the clubhouse, there could be deductions for those items as well. Further, if cleaning or damages exceed the \$100 deposit, additional charges will be assessed. ****

Damages that occurred during my reservation: (stains on carpet, broken light fixtures, etc)

Any other information:

I verify that I have completed this cleaning checklist and I have listed any damages that occurred during my reservation.

SIGNATURE _____ DATE _____

PRINT NAME _____ PHONE _____

COMMUNITY NAME _____