

Firestone Farms Community Center

125 St. Andrews, Columbiana, Ohio 44408

FIRESTONE FARMS HOMEOWNERS ASSOCIATION, INC.

c/o Community Management Group, Inc.
P.O. Box 779, Wexford, PA 15090, 724.625.8095 - phone

Clubhouse Checklist for cleaning within 24 hours or prior to next rental whichever occurs first.

- _____ All dining room furniture has been returned to its original set up.
- _____ All trash has been removed out of building and disposed of in trash containers. Note if your guests are smoking outside please be sure all cigarette butts are cleaned up. **There is no smoking in the facility.**
- _____ Carpets and upholstered furniture are to be vacuumed.
- _____ Floors to be mopped (Note: Bucket, mop & cleaning supplies are located in the pantry).
- _____ Clean bathrooms and remove trash to the receptacles outside.
- _____ Clean all counter tops, kitchen sink, stove, refrigerator, and microwave; wipe any spills in oven if used.
- _____ Dust all wood furniture.
- _____ Remove all non-marring tape. No tape is permitted on walls. Resident will be responsible for any damage to walls.
- _____ Close and lock balcony door; turn off lights, fireplace.
- _____ Winter: Return thermostat temperature to 60 .
- _____ During winter months assure interior door leading to restrooms and restroom doors are open.
- _____ Summer: Return thermostat temperature to 80 .
- _____ All doors must be properly secured upon leaving.
- _____ Please report any non-functioning appliances or other items needing repaired to the Property Manager and/or the Clubhouse Reservations Contact.

Note: As per the Clubhouse Rental Agreement a portion or all of your security deposit can be withheld if the resident does not adhere to the Clubhouse Checklist and /or the Clubhouse Rules and Regulations.

Please check all items are completed, sign below and slip form under office door:

Name: _____
Unit Address: _____
Phone number: _____
Date of event: _____

Deposits will be held without this form being returned after your event.