

DOCUMENT A

## Clean-Up/Check-Out Instructions

*Clean-Up and departure from premises must be completed by 12:00am Midnight*

- ☐ Pick up all trash and cigarette butts from grounds. Place cigarette butts in metal receptacles hanging in porch area of Clubhouse.
- ☐ Remove all decorations, signs, and pieces of tape, etc. from entire property (inside & out)
- ☐ Place all bagged trash in large outdoor containers (including trash from small wastebaskets located in kitchen and bathrooms), secure lids, and leave large containers behind Clubhouse. Replace small wastebaskets with new liners (located in kitchen under microwave).
- ☐ Wipe off all tables and chairs and stack/put away in original positions
- ☐ Wipe down all countertops, sinks, and appliances (if used)
- ☐ Wash, dry, and put away any dishes/utensils used
- ☐ Broom sweep and mop floors
- ☐ Leave any used linens/towels in a pile next to sink in kitchen
- ☐ Pack up and remove any personal items including leftover food and drink from refrigerator
- ☐ Remove any pet waste from premises
- ☐ Turn off all lights, fans, and appliances
- ☐ Close and lock all doors
- ☐ Close and latch all windows
- ☐ Close and lock gate
- ☐ Return keys to Property Manager by 9am the following morning

**Thank You.** Your conscientious assistance in restoring the order and cleanliness of the PLCC facilities aids the return of your deposit. ☺