



LA COSTA OAKS COMMUNITY ASSOCIATION

Clubhouse post-event cleaning responsibilities:

Trash:

- Dispose of all trash and take it to the dumpster (located down the stairs and to your left)
- Place new trash bag in trash cans used (trash bags located in cabinet under the sink)

Living Room & Patio Area

- Put all furniture back to its original placement
- Wipe down tables, chairs and countertops
- Sweep floors
- Take down all party decorations
- Turn off fireplace (if used)
- Turn off TV

Kitchen Appliances:

- Remove any and all food and drinks from the refrigerator and freezer
- Clean the sink by ensuring no food is left in there
- Wipe down countertops

Other:

- Ensure host and guests belongings are not left behind
- Ensure your vendors (if used) do not leave behind any belongings
- Ensure all doors are closed shut and turn off all lights as you walk out

***Reminder: This is a community space, please treat and clean it as if it were your own home. Thank you! 😊**

Contacts: email LCOmgt@KeystonePacific.com | phone:(760)943-6650