



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! 😊**

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