



ROB CLUBHOUSE RENTER GUIDE CLOSE-OUT CHECKLIST

Renter Name: _____ Date of Close-out: _____
 Close-out Facilitator: _____ Phone: _____

Task	Check Completed	ROB Confirmed
Wipe tables and chairs and return to their original positions.		
Wash/dry all dishes/utensils. Return them to where they belong or leave on large kitchen work table.		
Check the kitchen floor drain (near left sink on floor) and clean out any debris.		
Sweep the kitchen floor.		
Sweep the large hall, hallways and bathrooms.		
Clean the rental refrigerator wiping any surfaces and/or spills.		
Mop floor-buckets and mops are located next to the kitchen sink, floor cleaner is to the right of the sink. Change the mop water after mopping the kitchen before mopping the rest of the hall areas.		
All trash cans, including bathrooms must be emptied into the dumpster. The key hanging on the white kitchen cabinet next to the kitchen entry door. Trash bags are on the long table under the cabinet-both small for bathrooms and large. Replace all trash cans with clean trash bags.		
Lock the double doors in the back of the hall (including both door knobs and deadbolt the tops of both doors.		
Place all used liquor bottles purchased on the bar for accounting including empties or partially full bottles.		
Lower the heat to the lowest setting during the winter or turn the AC off in the summer.		
Turn off all lights.		
Call Tammy Yokum or designated close-out facilitator for inspection and key return.		
ROB Close-out facilitator comments:		

We hope your event was enjoyable!