

**Windsor Park Lakes
Clubhouse Exit Checklist**

Retain this checklist for your benefit

1	Please turn off all appliances: Electric stove (range and oven) Coffee Maker Television
2	Dispose of or remove perishable food, do not leave in refrigerator.
3	Pick up and dispose of trash created during your event. All trash must be removed from premises.
4	Clean out coffee maker
5	Clean restrooms, counter tops, tables, oven, and range.
6	Arrange furniture in original position. Return folding chairs and tables to storage room.
7	Turn off faucets in kitchen and restroom.
8	Remove all personal items brought in for your event including decorations (balloons, tape, etc.).
9	Return thermostats to settings found on entry: 60 deg. F in heating season; 80 deg. F. during cooling season.
10	Turn off all lights. Main switch near front door and hallway switch near office door and kitchen (wall switch and range light) any outside ceiling lights (switches are near front door and on pool side wall).
11	Report any broken items belonging to Homeowners Association to SCS and do not remove the broken item from Clubhouse.
12	Lock all doors: Door to pool, front door, the door between clubhouse and exercise room.
13	Return keys to SCS.

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