

Pacific Point HOA
Clubhouse Checklist (May 2015)

Lobby/Atrium:

Sweep floor

Main Hall:

All folding chairs returned to dolly

Dolly in place along side wall

Tables in place along back wall

Sweep floor

Living Room:

Chairs, sofas in position

Coffee table wiped clean

Vacuum rug

Kitchen:

Countertop wiped clean

Refrigerator left clean and empty

Sweep floor

Stovetop wiped clean

Dining Room:

Table wiped clean

All 6 chairs set around table

Vacuum rug

Bathrooms:

Sweep floor

Clean toilets & sinks

Fill toilet tissue rolls