

# **WINDY HILL FARMS H.O.A.**

## **CLUBHOUSE**

### Closing Procedures

1. Trash needs to be taken to the outside trash cans. New trash bags should be placed in all trash cans.
2. Kitchen counters, cabinets and sinks should be cleaned.
3. Kitchen floors should be swept and mopped.
4. Refrigerator should be cleaned out and cleaned of dirty fingerprints and spills.
5. Bathrooms need to be cleaned, swept and mopped.
6. Bathroom doors should be cleaned of dirty finger prints.
7. Furniture should be moved back to its original position.
8. Folding tables and chairs should be cleaned and returned to the storage closet.
9. All floors should be swept and mopped.
10. Ceiling fans should be turned off.
11. Fireplace should be turned off.
12. All lights should be turned off.
13. Reset the thermostat to 84° in the summer and 65° in the winter
14. Check to be sure windows are locked.
15. Check that front and back doors are shut completely and locked.

Please keep the Clubhouse clean!

Report any items in need of repair to Management Company.