

Eastgate Penthouse Lounge Cleaning Checklist

Thank you for using the lounge! We hope you enjoyed using this space. To keep the penthouse lounge clean and tidy for all residents to enjoy, we require that you complete and return the cleaning checklist below. Failure to return this checklist within 24 hours of the completion of your reservation will result in a minimum, automatic fine of \$25. If adequate supplies are not supplied, you are responsible to provide your own cleaning supplies.

Thank you for your cooperation!
-Your Eastgate Executive Committee

- I have returned all Wii remotes and games and locked the safe.
(Associated Fine: \$100)
- I have cleaned all tables, counters, chairs.
(Associated fine: \$15)
- I emptied the trash, placed it in the ground-floor dumpster, and put a fresh trash bag in the trash can.
(Associated Fine: \$15)
- I emptied the recycling, placed it in the ground-floor recycling dumpster, and put a clear trash bag in the recycling can.
(Associated Fine: \$15)
- I vacuumed the carpet.
(Associated Fine: \$15)
- I swept the floor and mopped (if needed)
(Associated Fine: \$15)
- I arranged the furniture in accordance with the posted penthouse lounge layout guidelines.
(Associated Fine: \$15)
- I have removed all my food items from the refrigerator.
(Associated Fine: \$15)
- I have removed all my personal belongings from the lounge.
(Associated Fine: \$15)
- I have turned off all lights and fans and closed and locked the penthouse door.
(Associated Fine: \$15)

Name (print): _____

Date: _____

Signature: _____

Penthouse Lounge Layout Guidelines

