

## **PAVILION CHECK-OUT LIST**

Glen Haven Property Owners Association (GHPOA), Inc.

PLEASE HELP KEEP THE PAVILION CLEAN AFTER USE BY ENSURING THE FOLLOWING:

### **Kitchen:**

Remove all food.  
Wipe countertops, stove, microwave, refrigerators, and sink.  
Sweep and mop floor if needed. (Broom, mop and bucket are in the storage room).  
Shut off water (under sink).  
Unplug refrigerator and leave door open.  
Remove all trash.  
Shut off lights.  
Lock doors and windows.

### **Bathrooms:**

Wipe sink and toilet.  
Sweep and mop floor if needed.  
Remove all trash.  
Shut off lights and water.  
Lock doors.

### **Pavilion:**

Wipe tables clean and PLEASE put back as found.  
Sweep floors and wipe any spills.  
Shut off fans and lights.  
Remove all trash

### **Outside Faucet:**

Shut off faucet.  
Return hose to hanger and put in storage room.

### **Storage Room:**

Return brooms and mops.

Lock the door.

### **Grounds:**

Pick up trash including: cigarette butts, candy wrappers, snack containers, etc.

### **Trash:**

Take all of your trash with you.  
Please ensure that building is locked and notify pavilion committee person.  
Return the keys within 24 hours.  
Note: If further clean-up is required after use a clean-up fee will be charged.