

INSPIRATION CLUB BUILDING

CLEANING CHECKLIST

To help keep the Inspiration Club Building clean, functional, and welcoming for all, please complete the following tasks at the end of your reservation. Failure to leave the Facility in satisfactory condition may result in fees charged to your homeowner account.

- Return all tables and chairs to their original location and configuration
- Ensure no furniture has been moved outside the building
- Wipe down all used tables and counters
- If fridge or microwave were used please wipe down any spills or messes
- Check that all used appliances are off and fridge door fully closed
- Vacuum any visible debris on carpeted areas
- Sweep and/or spot clean hard floors if needed (mop if any liquid has spilled)
- Clean up any spills or messes on floors, counters, or furniture
- Check parking lot where guests parked and the patio and remove all trash
- Empty all trash cans and replace with new liners (extras are located in the cabinet)
- Dispose of all trash in the designated dumpster outside
- Turn off projector and microphones if used
- Ensure the bathrooms are in a clean and orderly state
- Return all AV equipment to its designated storage bins or shelves
- Remove all personal tech (laptops, adapters, etc.)
- If you unlocked the doors using the hex key, ensure they are securely locked
- Do not leave any doors propped open
- Turn off lights and double-check that no one is left inside
- Remove all decorations
- Take all personal belongings with you
- Ensure no signage or directional markers are left behind