

***Powhatan Community Services Association***

c/o Berkeley Realty Property Management  
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**Community Center [Clubhouse] Clean-Up and Responsibility Checklist**

**READ CAREFULLY – WILL IMPACT RETURN of SECURITY DEPOSIT**

Please remember to bring this checklist on your rental date. The goal is to leave the Community Center in a condition at least as good as you found it. The items below must be checked and the AFFIRMATION CERTIFICATE on the reverse of this form must be signed and left in the marked basket on the pass-thru shelf in the kitchen to be validated by a member of the Clubhouse Committee. That individual will pass it to the Property Manager and the adequacy of clean-up will strongly influence whether any portion of your Security Deposit should not be refunded. Report any deficiencies to the *Berkeley Realty Property Management* representative as soon as possible.

**FLOORS:**

- I have used the 36" dry mop on the hardwood floors (do not wet mop)
- I cleaned any marks/spillage on the hardwood floors using the Hardwood Floor Cleaner stored in the utility closet cabinet
- I wet- mopped the kitchen linoleum (as needed)
- I vacuumed the carpet and three area rugs

**KITCHEN:**

- Ensure water not left running in the sink
- Stove and microwave turned off ... and if used, **LEFT CLEAN!**
- Counter tops cleaned and cleared
- Any food and drinks you brought removed from refrigerator & freezer

**RESTROOMS:**

- Leave toilets, sinks, floors, and walls clean
- Ensure water not left running or toilet malfunctioning

**TRASH:**

- Trash placed in trash "toter" at rear [outside] of building.

**OTHER:**

- All alcohol (if used) removed from premises
- All windows closed and locked ... and blinds left *uniformly* OPEN
- Tables and chairs left as you found them, and cleaned as necessary
- Set back thermostat as indicated on the wall
- All lights turned off
- Security system armed
- All exterior doors shut completely and locked
- Grounds checked and cleaned of trash
- No tape/pins on wall surfaces
- Caution in moving chairs & tables so as not to mar surface of floors or walls

**SEE CERTIFICATION ON REVERSE SIDE:**  
**COMPLETION IS REQUIRED FOR RETURN OF SECURITY DEPOSIT**

[Jul '09]

**CERTIFICATE -- Affirmation of Clean-Up\***

**I hereby affirm that I followed the clean-up checklist and did not cause or leave any situation that resulted in damage to the facility (including marring of the floors or walls)..**

\_\_\_\_\_  
(signature of authorized user)

\_\_\_\_\_  
(date)

**\* must be left for representative of the Clubhouse Committee to VALIDATE.  
That individual will ensure delivery to *Berkeley Realty Property Management*  
who will determine if any portion of security deposit should not be returned**

**VALIDATION by CLUBHOUSE COMMITTEE**

**Facility was left in acceptable condition**

**Facility condition was less than acceptable; problem issues are noted below:**

\_\_\_\_\_  
Clubhouse Committee Representative

\_\_\_\_\_  
Date/Time Checked