



## **AFTER PARTY CHECK LIST**

### **Main Room & Deck**

- All Personal items removed from Community Center
- Carpet Vacuumed
- Hard Floors Swept (Mopped if Needed)
- Tables and Chairs returned to their original position or returned to storage closet
- Free of Trash & Debris
- Audio/Visual Equipment Turned Off
- Used tablecloths have been left on the counter in the kitchen

### **Kitchen**

- Refrigerator Cleaned Out (Food, Condiments & Drinks)
- Kitchen clear of all personal items
- Appliances cleaned and turned off
- Coffee Pots cleaned out and burners turned off (***Do not turn off main unit***)
- Counters completely clear of debris and cleaned off
- Dishes washed or put in dishwasher; dishwasher turned on (housekeeping will put away)
- Floors swept and mopped
- All trash taken out to the dumpster
- All trash can liners replaced

### ***NOTED ISSUES:***


**Note: In order to receive your refundable deposit fee, the checklist MUST be completed and left in the "Completed Forms" box on the wall above the ice machine.**

Property Owner Signature \_\_\_\_\_ Date & Time \_\_\_\_\_

MAM Representative Signature \_\_\_\_\_ Date & Time \_\_\_\_\_