

SOCIAL ROOM CHECK-OFF LIST

NAME: _____ UNIT# _____ DATE OF FUNCTION: _____

1. ___ KEY(S), SET NUMBER(S) _____
2. ___ KEYS RETURNED _____
3. ___ CHAIRS _____
4. ___ SIX(6) LONG TABLES _____
5. ___ SIX (6) ROUND TABLES, FIVE (5) IN ROOM, ONE (1) ROUND LEFT OUT
6. ___ CARPET VACUUMED - ANY STAINS REMOVED
7. ___ FLOOR SWEEP AND MOPPED - **USE ONLY WATER-DO NOT USE SOAP**
8. ___ BLINDS MUST WORK PROPERLY
9. ___ LIGHTS WORKING PROERLY
10. ___ COUNTERS CLEANED
11. ___ HALLS OUTSIDE SOCIAL ROOM CLEANED
12. ___ BATHROOMS CLEANED
13. ___ STOVES AND & OVEN CLEANED
14. ___ SINK CLEANED
15. ___ REFRIGERATOR & FREEZER CLEANED INSIDE AND OUT
16. ___ TAKE PLASTIC BAG WITH GARBAGE TO GARBAGE CHUTE OR RAMP AREA.
TRANSPORT PLASTIC BAGGS IN TRASH CONTAINERS TO AVOID LEAKS ONTO
HALL CARPETING
17. ___ **NO USE OF** SCOTCH TAPE, MAKHING TAPE, NAILS, TACKS OR PINS ON THE
CEILING, DOORS, WINDOWS OR CONTER ALLOWED.
18. ___ **NO** SMOKING IN BATHROOMS, HALLS RO ANY COMMON AREAS OUTSIDE THE
SOCIAL ROOM.

Agent Signature

Date

CHARGES

Keys	\$100.00
Scotch tape on Walls or Ceiling	\$ 25.00 Minimum

CLEANING:	1. Floor	\$ 25.00
	2. Stoves	\$ 15.00 - \$25.00 (for each)
	3. Carpet Cleaning	\$ 50.00 - \$60.00
	4. Stains on Carpet	As per damage
	5. Blinds	As per damage
	6. Other	\$ _____