Pre-Party Inspection and Post-Party Checklist for SHHOA Clubhouse Usage (updated 17 May 25)

Pre-Party Inspection: Please note below any discrepancies (stains, broken equipment, etc.) that you notice

in the kitchen or function/party room. Also, please notify Mervat Mansour, 210-771-3926 , or Klaus Bartels,

210-251-6328 of these discrepancies. Please check one of the boxes below:

□ No facility discrepancies

□ Facility discrepancies (list):

Post-Party Cleanup/Checklist: The following checklist items must be completed after the party/function. The facility/equipment/furniture must be at least as clean as they were before the party/function. Indicate if any item on the list is not needed by annotating “not needed.” Note: As stated in the clubhouse usage contract,

**if cleanup is unsatisfactory, a $100 per hour cleanup charge will be deducted from the security deposit.**

 □ Remove any decorations, signs, tape, balloons etc. that were put up

 □ Pickup papers, food, trash, etc., from floor in function/party room and kitchen

 □ Lock three (3) sliding doors and ensure wooden security boards are placed in bottom tracks

 □ Clean kitchen counters, sink, refrigerator, microwave, stove, dishwasher, and windows

 □ Clean folding tables, folding/stackable chairs, and wooden end table in function/party room

 □ Remove stains from furniture that were caused during your use of the facility

 □ Put folding chairs, stackable chairs, and folding tables in kitchen area

* Take trash-filled trash bags out of the kitchen trash cans and large trash can on 2nd floor porch, and

 place bags inside large trash (96 gallon) container located on either side of the 1st floor breezeway gate

 □ Clean inside/outside of all trash containers if they were soiled by food or drinks from the party/function

 □ Put new trash bags in trash cans (new trash bags are in the cabinet under the kitchen sink)

 □ Set a/c system to 85 degrees and leave in “Cool” mode in summer; leave a/c system fan in “Auto” mode

 □ Pick up all litter and clean new stains on 2nd floor patio. Also, clean picnic table on 2nd floor patio

 □ Clean dirt and new stains on foot mat by door on 2nd floor patio

 □ Sweep and/or vacuum kitchen and function/party room floors

 □ Mop kitchen floor, foyer, and function/party room floor as needed.

 □ Remove bungee cord and “Gate Bungeed Open” sign from front gate if used and return to kitchen.

 □ If outdoor covered patio was used, clean picnic table and empty trash and recycle containers.

* If grill was used, clean grill and BBQ utensils. Unplug string lights and fan if used.

 □ If pool volleyball or party fun kit were used, place items large bag and put in 1st floor breezeway.

 □ Ensure stove and all lights are turned off

 □ Lock both locks on 2nd floor entrance door

 □ Pick up litter, and clean stains and any mess made in the men’s and ladies’ bathrooms by party guests

 □ Pick up litter outside wherever guests were (e.g., courts, walkways, pool area, parking lot, etc.).

 □ Close bathroom doors and court/pool gates, lock front gate

 IMPORTANT: 1. The litter pickup outside must be done **during daylight hours by noon of the following**

 **day (by 9 am if there are back-to-back clubhouse usages)**

 2. **Excessive trash (over 96 gallons)** must be removed from clubhouse property.

 3. Contact Mervat Mansour, 210-771-3926 , or Klaus Bartels, 210-251-6328 when done.

Were there any problems with the facility? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Name of person completing checklist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hope you enjoyed using our facilities. Thank you for your support. SHHOA Board of Directors