

Tellico Harbor Clubhouse Private Party Use Checklist

Contact (John Stec @ 865-255-8199) to reserve the clubhouse and arrange to pick up the keys. If you are not familiar with the clubhouse, arrange for John to walk you through it to answer any questions. Since parking beside the clubhouse is limited, priority should be given to those with mobility issues. All others should park in the lots along the street.

NOTE: HOT WATER HEATER CIRCUIT BREAKER WILL BE TURNED OFF IN POWER PANEL.

Turn hot water circuit breaker on at power panel *when you arrive* if you need hot water for cleaning after your event.

Clean Up List(check off in right column; leave the checklist on the kitchen Countertop.)

Wipe down kitchen counter tops and stove.	
Clean, dry and put away the coffee pot (if used).	
Wipe down tables/chairs before putting them away.	
Clean any fingerprints on doors/windows	
Wash, dry and place in cabinets, any clubhouse dishes and kitchenware utilized	
Wipe up spills in refrigerator and take any leftovers from your event. Do not leave any food; check cabinets and refrigerator.	
Wipe down the sinks and handles and the toilet seats and handles in the bathrooms. (Use antibacterial wipes in the cabinets under the sinks.)	
Extinguish all candles if they have been lit.	
Vacuum / mop the hallway. Clean bathrooms, kitchen and great room.	
Turn the winter heat to 50° or the summer air conditioning to 80° when you leave.	
Put away the tables and chairs the way they were before you set up for your event.	
Make sure you've taken all of your items from inside and outside of the Clubhouse.	
Turn off water heater circuit breaker at power panel if you have turned it on.	
Remove decorations that you bring (please do not use any nails, tacks or tape on the walls).	
Turn off all fans and lights.	
Make sure all exterior doors are locked.	
Take all of your trash with you.	
Report anything that needs repairing or other attention below or on reverse.	
Return the key to John (1504 Kennesaw Court).	

Notes/Items needing attention: _____

After you return the keys to John he will check the clubhouse as soon as possible to verify cleanup status and check any irregularities you have noted. This is for your protection to prevent any future questions about your use of the clubhouse.