

**The Gables at Brickyard Hill Homeowners Association, Inc.**

c/o RJ Community Management  
4900 Perry Hwy, Building 1, Suite 300, Pittsburgh, PA 15229  
412-550-0003

**Post Event Clean-Up Check List**

**To be completed immediately after event and submitted to receive deposit money**

Event Date/Time: \_\_\_\_\_/\_\_\_\_\_

Resident Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

- \_\_\_\_\_ All furniture and décor must be returned to original order.
- \_\_\_\_\_ All tabletops and countertops must be cleaned.
- \_\_\_\_\_ Appliances must be cleaned and turned off, except the refrigerator which must be emptied of all items brought in for the event.
- \_\_\_\_\_ Vacuum carpet and sweep the floor.
- \_\_\_\_\_ All decorations and non-marring tape (inside and outside) must be removed.
- \_\_\_\_\_ All doors and windows must be shut and locked.
- \_\_\_\_\_ Thermostat set and 80 degrees in summer and 60 degrees in winter.
- \_\_\_\_\_ All lights must be turned off.
- \_\_\_\_\_ All trash/recycling items MUST be disposed of in outside trash cans.
- \_\_\_\_\_ Remove ALL excess items (dishes, food items, etc.) brought in for the event.

Post event cleanup completed, reviewed, and agreed to by:

Resident \_\_\_\_\_ Date: \_\_\_\_\_

(signature of renting person)

Failure to follow the clean-up checklist will be a rules violation resulting in penalties and may affect future use of the clubhouse.

Please complete the checklist and put it in the marked folder located in the storage closet nearest the main entrance. Thank you.