

Clubhouse Security and Trash Weekly Checklist

Thank you for serving our neighborhood by helping out with the maintenance and security of our clubhouse. We use a cleaning company that will complete the majority of the cleaning responsibilities, but residents of the community are asked to complete the following list of items each week, beginning on Monday and ending on Sunday evening of your assigned work week. (Please be sure to follow the cleaning schedule that has been emailed and is posted on the Danbury Glen HOA web site.)

Monday:

- Please return the outdoor trash cans to the small fenced in area near the side entrance of the clubhouse.

Every Night:

- Ensure all lights are off.
- Ensure clubhouse doors are locked.
- Ensure pool gate is locked.
- Ensure windows are locked.
- Building walk-through to check for any abnormalities and cleanliness.

Sunday:

- Please check to make sure we have a healthy supply of the following items. All of these items are stored in the hallway closet (the closet code is 4075.) If you notice we are running low on something please contact Tim Hulse at thulse3@gmail.com or notate it on the chart at the bottom of this page.
 - Toilet paper
 - Paper towels
 - Soap in rest rooms
- Please be sure all trash is bagged and placed in the outdoor trash can.
- Replace all liners in the indoor trash cans.
- Take the outdoor trash cans to the curb on Sunday evening. This completes your responsibilities - the next family on the schedule will bring the cans back in on Monday.

Please complete the following chart as verification of your service to the clubhouse.

Day	Date	Time	Comments (optional)	Initials
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Name _____ Date _____