

Three Runs Plantation Departure Checklist

Please use this checklist to close-up after any property owner informal gathering and/or private "reserved" event use of the clubhouse.

When leaving the facilities, it is the designated property owner's responsibility to be sure that the checklist items have been completed.

- Clean-up and place all trash in the clubhouse in containers provided
- Remove and/or place all outside trash around clubhouse, outdoor pavilion and/or pool areas in outside containers
- Return all clubhouse interior furnishings to their original positions
- Make sure rocking chairs have been brought inside clubhouse
- Remove and/or discard any food/beverage items that were brought to the facilities. This includes removal of any food and beverage items from the refrigerator.
- Set HVAC at 68° (November – March) or 75° (April – October)
- Make sure fireplace is turned-off
- Make sure the dishwasher and other kitchen appliances are turned-off
- Ensure all clubhouse interior lights and ceiling fans are turned off, including veranda ceiling fans
- Ensure cabana lights and fans are turned off
- Leave-on the outside lights on either side of the veranda doors and the center hanging light outside front door of the clubhouse.
- LOCK THE DOORS. All exterior doors, including both sides of double doors to veranda, kitchen side door and both front entrance doors
- SET THE CLUBHOUSE ALARM WHEN LEAVING