

Brookmeade Clubhouse Checklist

Clubhouse address:
8135 Wild Violet Drive, Cumming, GA 30040

Please follow the steps below before leaving the clubhouse at the end of your reservation:

- Remove all trash from area
- Sweep floors
- Clean up any spills/stains; Wipe down all tables & counters
- Clean kitchen if used
- Empty refrigerator
- Return furniture to original position
- Make sure bathroom lights and fan are off and door is shut
- Set thermostat to 65 in winter and 75 in summer
- Turn off all lights and lock doors (please be sure to check all doors from the outside)
- PLEASE NOTE, YOU MUST UNLOCK BATHROOMS FROM INSIDE CLUBHOUSE SO GUESTS DO NOT GET LOCKED IN WHILE USING. ONCE YOUR EVENT IS OVER YOU MUST LOCK EACH BATHROOM DOOR, BEFORE LEAVING. THIS CAN BE DONE FROM INSIDE THE CLUBHOUSE, AS IT IS A BASIC EXTERIOR ENTRY LOCKING KNOB
- Please Note: Homeowners using the pool will still have access to the bathrooms using the outer entrances.
- Wi-Fi Network: **TBD (Wi-Fi Is being Set Up Now)**
Password: **TBD**

If you have any questions regarding this checklist, please contact:

James King 404-920-8621, ext. 127

JamesKing@FieldstoneRP.com

OR

Michelle Reardon

MichelleReardon@Fieldstonerp.com

***All** key cards will be activated 48-72 hours prior to your reserved event.*

We encourage you to test your card prior to your event.

*If your reservation is on the weekend, You **MUST** test them before Friday before 3:00pm*

For an emergency after hours call the office at 404-620-8261 then dial 900.

We hope you enjoy your clubhouse reservation!