

RENTER
FILL OUT
THIS SIDE



INSPECTOR
FILL OUT
THIS SIDE



CLUBHOUSE RENTAL CHECKLIST

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Make sure all trash is picked up and placed in proper containers including the restroom | <input type="checkbox"/> |
| <input type="checkbox"/> Wipe clean and return all equipment to its original placement, and chairs and tables to their appropriate storage closets | <input type="checkbox"/> |
| <input type="checkbox"/> Remove any remaining painters tape and balloon ties used for displaying decorations | <input type="checkbox"/> |
| <input type="checkbox"/> Clean the restroom sink and toilet and empty the trash | <input type="checkbox"/> |
| <input type="checkbox"/> Clean microwave (use kitchen sponge and dish detergent) wipe dry | <input type="checkbox"/> |
| <input type="checkbox"/> If stove and oven are used, clean them | <input type="checkbox"/> |
| <input type="checkbox"/> Clean all countertops and wipe dry | <input type="checkbox"/> |
| <input type="checkbox"/> Clean refrigerator, wipe dry, and remove all food | <input type="checkbox"/> |
| <input type="checkbox"/> Make sure all kitchen utensils and items are put back in place & any linens are put on drain board | <input type="checkbox"/> |
| <input type="checkbox"/> Sweep & mop kitchen floor and mop up any spills and (bucket located in the chair closet)
* MAKE SURE FLOOR IS NOT STICKY | <input type="checkbox"/> |
| <input type="checkbox"/> Vacuum carpet with vacuum located in chair closet (extension cord provided to reach all areas | <input type="checkbox"/> |
| <input type="checkbox"/> Sweep foyer floor & mop any spills | <input type="checkbox"/> |
| <input type="checkbox"/> Turn off: all lights, fans (using the wall controls), oven and any other equipment used | <input type="checkbox"/> |
| <input type="checkbox"/> Take ALL trash to outside dumpster | |
| <input type="checkbox"/> Make sure clubhouse is <u>totally</u> clean before leaving premises
* NO FOOD PARTICLES LEFT ANYWHERE-INCLUDING TRASH RECEPTIONALS | <input type="checkbox"/> |
| <input type="checkbox"/> MAKE SURE EMERGENCY EXIT DOOR IN BACK OF MAIN ROOM AND ALL OTHER DOORS ARE CLOSED TIGHTLY AND PLACE RENTAL KEY IN MAIL SLOT ON THE FRONT DOOR AS YOU LEAVE | <input type="checkbox"/> |

Please provide any feedback on the clubhouse facility or equipment on the back of this form.

Renter: _____

Reviewer: _____

Date: _____

Date: _____