

Clubhouse Checklist

Renters Name & Address _____ Rental Date _____

The renter is responsible to insure that the room(s) is/are left in a clean orderly manner. The following are the items that will be inspected and noted by the inspector following the room rental. It is recommended that the renter follows this list when cleaning and notes any damages below. Please leave this form in the mailbox on the front porch of the Clubhouse.

Large Gathering Room

- Doors pulled tight (balcony doors)
- Vacuum rooms
- Return Chairs
- Check carpet for spots
- Lights turned out
- Return tables
- Turn fans off
- Remove any balloons

Kitchen

- Empty trash & replace liners
- Wipe counter tops
- Clean Stove
- Remove all food from refrigerator
- Mop kitchen floor
- Wipe refrigerator inside & out
- Wipe down microwave

Bathrooms

- Replenish toilet paper
- Fill soap dispenser
- Turn lights & fan off
- Replenish hand towels
- Empty trash & replace liners

Main Hallway

- Doors pulled shut & locked
- Foyer floor swept & clean
- Lights off
- Tables & chairs placed on the left side of foyer
- Turn lights off
- Return tables
- Return furniture to proper position

Fireplace Room

- Vacuum room
- Return Chairs
- Check carpet for spots

Hall Closet

- Replace vacuum
- Remove all items except Clubhouse items & hangers

Downstairs Room

- Vacuum carpet
- Empty trash & replace liners
- Remove all food from refrigerator
- Check carpet for spots
- Clean kitchen counters
- Wipe out refrigerator
- Mop kitchen floor
- Turn lights off

Doors

- All doors closed & locked
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If you are entertaining more guest than the number of chairs & tables provided, please arrange to rent additional chairs & tables. Please respect the Association and kindly leave the Clubhouse in the same or better condition as you found it.

Thank You

West Point Community Management