

Adams Ridge Homeowners Association
Clubhouse Checklist

Resident:

Name _____ Rental Room(s) _____

Address _____ Rental Time(s) _____ Rental Date _____

The renter is responsible to insure the room(s) is/are left in a clean and orderly manner. The following items will be inspected and noted by the inspector following the room rental. It is recommended the renter follow this list when cleaning and make note of any damages.

Large Gathering Room

- | | | |
|--|---|---|
| <input type="checkbox"/> Close umbrellas & clean deck area | <input type="checkbox"/> Vacuum & mop floor | <input type="checkbox"/> Empty trash & replace liners |
| <input type="checkbox"/> Close outside doors & lock | <input type="checkbox"/> Check carpet for spots | <input type="checkbox"/> Turn fans & lights off |
| <input type="checkbox"/> Return chairs & tables | | |

Fireplace Room

- | | | |
|---|--|---|
| <input type="checkbox"/> Return chairs & tables | <input type="checkbox"/> Check carpet for spots | <input type="checkbox"/> Empty trash & replace liners |
| <input type="checkbox"/> Vacuum floor | <input type="checkbox"/> Return furniture to proper position | <input type="checkbox"/> Turn lights off |

Large Downstairs Room

- | | | |
|--|--|---|
| <input type="checkbox"/> Return chairs & tables | <input type="checkbox"/> Clean stove & microwave | <input type="checkbox"/> Check carpet for spots |
| <input type="checkbox"/> Remove all food from refrigerator | <input type="checkbox"/> Clean kitchen countertops | <input type="checkbox"/> Empty trash & replace liners |
| <input type="checkbox"/> Clean refrigerator inside & out | <input type="checkbox"/> Vacuum & mop floors | <input type="checkbox"/> Turn lights off |

Kitchen

- | | | |
|--|--|---|
| <input type="checkbox"/> Remove all food from refrigerator | <input type="checkbox"/> Clean stove & microwave | <input type="checkbox"/> Empty trash & replace liners |
| <input type="checkbox"/> Clean refrigerator inside & out | <input type="checkbox"/> Clean countertops | <input type="checkbox"/> Mop kitchen floor |

Bathrooms

- | | | |
|---|---|---|
| <input type="checkbox"/> Make sure toilets are not clogged or running | <input type="checkbox"/> Replenish toilet paper & hand towels | <input type="checkbox"/> Turn fans & lights off |
| <input type="checkbox"/> Clean toilet, urinal & sink | <input type="checkbox"/> Empty trash & replace liners | |

Main Hallway

- | | |
|---|---|
| <input type="checkbox"/> Tables & chairs placed on left side of foyer | <input type="checkbox"/> Doors pulled shut & locked |
| <input type="checkbox"/> Vacuum & mop floor | <input type="checkbox"/> Turn lights off |

Hall Closet

- | | |
|--|--|
| <input type="checkbox"/> Replace vacuum(s) | <input type="checkbox"/> Remove all items except Clubhouse items & hangers |
|--|--|

Doors/Windows

- All doors & windows closed & locked

Outside & Parking Area

- All trash to be picked up

Signs

- All signs on Adams Ridge property must be removed.

*** **ALL TRASH TO BE PLACED IN OUTSIDE DUMPSTER*****

Please respect the Association and kindly leave the Clubhouse as agreed upon in the Adams Ridge Clubhouse Rental Policy - Clubhouse Rules.

*** After cleaning leave this completed Clubhouse Check List in the **Black Mailbox** located on the front porch of the Clubhouse ***