

WINDSOR OAKS HOMEOWNERS ASSOCIATION OF MECKLENBURG, INC.
RESIDENT'S CLUBHOUSE RENTAL CLEANUP CHECKLIST
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Date of event: _____

Resident(s) hosting the event: _____

Condition of Clubhouse prior to event: Clean: _____ No Damage _____

Inspecting Committee Member: _____

Date: _____ Time: _____

Problems Found, if any: _____

CONDITIONS TO BE MET BY RESIDENT. COMPLETE CHECKLIST FOR EACH ITEM:

_____ Keep music volume reasonable. Any loud music after 11:00 p.m. may cause loss of security deposit.

_____ Place all trash in garbage bags, and place in outside trash containers and separate all recyclables. Includes cleaning up of parking lot and sidewalks.

_____ Remove all food brought in for the event from the refrigerator, cupboards, microwave and sink.

_____ Clean all countertops, tables, refrigerator, sinks and microwave, and other surfaces including cabinets.

_____ Vacuum carpets and mop tile floors, including bathrooms.

_____ Return all furniture back in its place.

_____ Return thermostat to "Heat @ 68 degrees" in winter, and "Cool @ 80 degrees" in summer.

_____ Turn off interior and exterior lights (except the front timer light).

_____ Make sure all windows and doors (including deadbolts) are locked and leave window blinds slightly slanted upward allowing a little light, but not so much as that a person could see in.

_____ Report any damage within 24 hours to the Clubhouse Committee's rental person.

_____ **LEAVE THIS COMPLETED CHECKLIST ON THE KITCHEN COUNTER AFTER EVENT.**

TO BE COMPLETED BY COMMITTEE MEMBER INSPECTING THE CLUBHOUSE:

Inspecting Committee Member: _____

Date: _____ Time: _____

Inspector's comments, if any: _____

Condition of Clubhouse after the event: Clean: _____ No Damage: _____

Problems found, if any, after event: _____

RETURN THIS FORM TO CLUBHOUSE COMMITTEE'S RENTAL PERSON FOR RETURN OF SECURITY DEPOSIT.