

Inland Greens/Cedar Ridge, Inc

Clubhouse Inspection Checklist

Upon vacating the premises, it was left in the same or better condition:

- ____ 1) Blinds are open (front doors and windows)
- ____ 2) Interior door locked between main room and restrooms.
- ____ 3) Folding chairs and tables wiped clean, folded and returned to locations as found. Any other furnishings that were moved are returned to original locations (see Diagram on kitchen wall).
- ____ 4) All lights, fans and small appliances (coffee pot, microwave, stove, etc.) are off.
Note: ceiling fans can be left on in summer months.
- ____ 5) TV remotes were left on Fireplace mantel. Power strip and PA system components ok.
- ____ 6) Kitchen counters, sink, refrigerator and fixtures are wiped clean.
- ____ 7) **No items left** in kitchen cabinets, drawers or in refrigerator (the next users may not want your stuff!).
- ____ 8) No decorations or personal items were left or stored. The next users may need the storage space (cabinets and drawers, etc.) and have different preferences.
- ____ 9) All trash was removed and properly disposed of in outside trash containers on side porch or removed from premises and interior trash cans have clean trash bags in them (extra bags under kitchen sink).
- ____ 10) The outside porch areas were clean with no trash or signs of smoking (cigarette butts, etc).
- ____ 11) The floor was "broom cleaned" of debris; crumbs; etc. Sticky spills were mopped clean.
- ____ 12) No tape, tacks, etc. were used on walls, doors or windows (inside or outside). No signage was left on premises.

Lastly, all exterior doors of the clubhouse were locked and the key was returned to GO Property Management Company on time (as stated in Agreement and Rules).

Thanks!

Inspection Completed: _____ & _____ Inspector: _____
(Date) (Time)