



STRAWBERRY HILL RECREATION ASSOCIATION, INC.

<http://www.landenshra.org>

CLUBHOUSE CHECKLIST

This form is to be used by the Social Committee Chairperson and Renter to perform a preliminary walk-through the clubhouse and for the checkout process. The clubhouse is community property and needs to be properly cleaned and maintained for the enjoyment of all SHRA members after each private or community function.

- | | <u>IN</u> | <u>OUT</u> | |
|-----|------------------|-------------------|---|
| 1. | ___ | ___ | Tables and chairs were returned to their proper storage areas and are clean and in good repair. |
| 2. | ___ | ___ | No food or drinks were left or sitting out (including beer kegs, if applicable). |
| 3. | ___ | ___ | All trash and refuse was placed securely in tied plastic bags and placed in the garbage containers located in the parking lot trash bin area. |
| 4. | ___ | ___ | Restroom areas (sinks, commodes, urinals, mirrors, floors, etc) were properly cleaned (Cleaning supplies are in Ladies Restroom or under the Kitchen Sink). |
| 5. | ___ | ___ | Tile floors were mopped and Carpet was vacuumed. |
| 6. | ___ | ___ | The Kitchen and Bar area were properly cleaned (including the refrigerator). |
| 7. | ___ | ___ | The grounds and parking lot were free of litter. |
| 8. | ___ | ___ | Fireplace glass doors were secured and closed. Ash removed and properly discarded. |
| 9. | ___ | ___ | All the doors were locked and secured. |
| 10. | ___ | ___ | All the lights were turned off (outside lights to remain on). |
| 11. | ___ | ___ | All Interior and Exterior Decorations were removed. There was no evidence of "Party Tack" (or other low adhesive product) left on the walls. |
| 12. | ___ | ___ | The heating system was turned off. |

The Renter will be assessed a charge against their security deposit for the items on the checklist not completed or other damage to the facility.

Comments: _____



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POOL CHECKLIST

This form is to be used by the Social Committee Chairperson and Renter to perform a preliminary walk-through the Pool area and for the checkout process. The clubhouse is community property and needs to be properly cleaned and maintained for the enjoyment of all SHRA members after each private or community function.

IN OUT

- 1. ___ ___ Tables and chairs were returned to their proper places and are clean and in good repair.
- 2. ___ ___ Chaise lounge chair backs were all placed in the down position.
- 3. ___ ___ All table umbrellas were taken down and placed on the ground beneath their tables.
- 4. ___ ___ Restroom areas (sinks, commodes, urinals, mirrors, floors, etc) were properly cleaned and the doors were locked.
- 5. ___ ___ All trash and refuse was placed securely in tied plastic bags and placed in the garbage containers located in the parking lot trash bin area.
- 6. ___ ___ All personal belongings, extra food, and drinks, etc were removed immediately following use of the facility.
- 7. ___ ___ The grounds and parking lot were free of litter.
- 8. ___ ___ The pump room and all pool gates were locked.
- 9. ___ ___ Concrete areas surrounding the pool were swept and/or hosed off.
- 10. ___ ___ The spot light on the tennis court pole and halogen light above the pump room door stay on throughout the night. **DO NOT TURN OFF THE POOL FILTER!**

The Renter will be assessed a charge against their security deposit for the items on the checklist not completed or other damage to the facility.

Comments: _____

