

CLUBHOUSE CHECK-OUT INSPECTION FORM

<i>ENTRANCE</i>	<i>Y/N</i>
Front area clean and unmarked, NO debris, NO tape	
Tables returned to closet and ALL chairs hung on wall	
All lights turned off upstairs and downstairs	
<i>RESTROOMS</i>	
Floors vacuumed and mopped clean (both upstairs and downstairs) <i>Please use steam mop on hardwood floors to clean</i>	
Toilets flushed and sinks tidy & toilet paper replenished <i>if needed (key located on top of paper towel unit or inside lock on toilet paper unit)</i>	
Garbage emptied and with new bag liner replaced (in all bathrooms)	
<i>KITCHEN</i>	
Counters and sinks empty and wiped clean	
Refrigerator empty and clean	
Microwave empty and clean	
Floors swept and mopped clean (use steam mop to clean hardwood)	
Garbage and recycle cans emptied and with new bag liner	
Paper towels replenished <i>if needed (key is located on top of paper towel unit)</i>	
<i>GREAT ROOM</i>	
Walls clean/clear no tape	
Floors mopped clean (use steam mop to clean hardwood)	
All fixtures in tact and good condition	
All doors closed and locked (including lock inside of french doors)	
Thermostat set to 65 heat 74 AC	
ALL GARBAGE AND RECYCLES PLACED IN DUMPSTER	

Date: _____

Bond Holder Name: _____

Bond Holder Signature: _____

We have worked hard to improve our building but it takes the cooperation of all of us to keep it looking nice and clean. Thanks for your help!

If you have any questions or concerns, please call the Clubhouse Chairman (Ashley Sebastianelli) and leave a message on the SCS&TC voicemail at 410-987-7517, preferred method of communication is email. If it is an emergency, please call the Clubhouse Chairperson on her cell at (404-520-3854). **WIFI password** is: *scstcwifi*

We are pleased to be able to rent out the clubhouse for people to use. However, due to escalating costs associated with keeping the clubhouse in good condition for everyone's benefit, we have to institute a fine policy if necessary. Thank you for your cooperation.

The Shipley's Choice Swim and Tennis Club Board