

The Birches Clubhouse Checklist

Your security deposit will not be returned until this form is signed as being in acceptable condition and returned to the Management Office.

DATE OF FUNCTION: _____ TIME OF FUNCTION: _____ TO _____

RESIDENT NAME	ADDRESS	PHONE #
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CONDITION OF CLUBHOUSE					
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<u>BEFORE FUNCTION:</u>	GOOD	POOR	<u>AFTER:</u>	GOOD	POOR
CARPET:	_____	_____		_____	_____
KITCHEN FLOOR:	_____	_____		_____	_____
KITCHEN:	_____	_____		_____	_____
REFRIGERATOR <i>(Empty of Food)</i>	_____	_____		_____	_____
WALLS:	_____	_____		_____	_____
CEILING:	_____	_____		_____	_____
BATHROOMS:	_____	_____		_____	_____
LIVING AREA:	_____	_____		_____	_____
TABLES/CHAIRS:	_____	_____		_____	_____

PLEASE CHECK OFF THE ITEMS BELOW AS THEY ARE DONE:

_____ ALL DOORS LOCKED _____ SLIDER BLINDS OPENED

_____ HEAT NO LOWER THAN 60 DEGREES – A/C TURNED DOWN

_____ ALL LIGHTS TURNED OFF

COMMENTS: _____

RESERVING RESIDENT SIGNATURE