

WASHINGTONIAN WOODS HOMEOWNERS ASSOCIATION, INC.

CLUBHOUSE INSPECTION CHECK LIST

The Washingtonian Woods Homeowners Association, Inc. has compiled this rental check list to help with check-in and check-out procedures when renting the Clubhouse.

PLEASE NOTE: Your rental fee does not include cleaning after your event. The Clubhouse must be left in a completely clean condition (i.e. wiped down, floors swept). All tables and chairs must be properly stored, TV turned off and remote returned to shelf, and all event items and trash must be removed from the Clubhouse and disposed of at home. ALL RENTERS ARE RESPONSIBLE FOR TAKING CLEANING SUPPLIES FOR CLEAN UP.

If you have an emergency during your function, please call the PMP, Inc. answering service at 1-800-336-8009.

Event and Renter Information

Please fill out the information below.

Event Date	Check-In Time	Check-Out Time
Upper Level (UL)	Lower Level (LL)	

Name:	
Address:	
Email Address:	
Telephone:	

What Is Provided

The following is a list of items which are provided for your use during the event:

- 7-6' Rectangular Folding Tables, 3-8' Folding Tables, 2-4' Folding tables, and 31 Folding Chairs (LL)
- 2-8' Rectangular Folding Table, 12 Folding Chairs (UL)
- 2 Trash Cans (UL and LL)

What to Bring

The following is a list of items to bring with you for the event:

- 6 or more Trash Bags (13 Gallon or Larger)
- Cleaning supplies for clean up

Check-In List

As soon as you arrive at the Clubhouse, please use the check list below to take inventory and verify the space. Please use the following notations for each item/statement below:

- Y = Yes, the statement is correct.
- N = No, the statement is partially or not corrected at all. Please provide a comment for this response.

Y/N	Description	Comment
	<p>Check inventory</p> <ul style="list-style-type: none"> <input type="checkbox"/> 7-6' Rectangular Folding Tables, 3-8' Folding Tables, 2-4' Folding tables, and 31 Folding Chairs (LL) <input type="checkbox"/> 2-8' Rectangular Folding Table, 12 Folding Chairs (UL) <input type="checkbox"/> 2 Trash Cans (UL and LL) <input type="checkbox"/> 1 Pool Table (confirm pool table has not been moved), 6 pool cues, 1 bridge (UL) <input type="checkbox"/> 2 Flat screen TVs (UL) <input type="checkbox"/> 1 Subwoofer & 1 Sound Bar (UL) <input type="checkbox"/> 2 TV Remotes/2 Cable Remotes <input type="checkbox"/> 3 Sofas (UL) <input type="checkbox"/> 3 End Tables (UL) <input type="checkbox"/> 4 Table Lamps. (UL) <input type="checkbox"/> 2 Leather coffee Tables with trays (UL) <input type="checkbox"/> 1 Casual Table behind sofa (UL) <input type="checkbox"/> 1 Casual Table under mirror (UL) <input type="checkbox"/> 3 Card Tables with four chairs each (UL) <input type="checkbox"/> 1 Bar and 1 Bar Chair (UL) <input type="checkbox"/> 6 Fabric Chairs (UL) <input type="checkbox"/> 2 Leather Chairs (UL) <input type="checkbox"/> 1 Bookcase with plant, 2 candle holders, books, picture frame, small globe, Internet Wireless Router, Cable Box (UL) <input type="checkbox"/> 1 Wall Clock (UL) <input type="checkbox"/> 2 Floor Plants with string of lights (UL) <input type="checkbox"/> 2 Floor Rugs (UL) <input type="checkbox"/> 1 Coat Rack w/ hangers (UL) <input type="checkbox"/> 1 Umbrella stand (UL) 	
	All doors were locked. (UL and LL)	
	Furniture is clean and not damaged. (UL and LL)	
	Refrigerator (UL), microwave (UL and LL), oven (UL), and dishwasher (UL) are empty, clean, and in working order.	
	TVs are working order and does not have any scratches, dents, or broken pieces. (UL)	
	Fireplace is in working order and does not have any scratches, dents, or broken pieces. (UL)	
	Bathrooms & kitchen floors are clean/clear of debris. (UL and LL)	
	Hardwood floors are clear of debris and loose trash. (UL)	
	Hardwood floors are not damaged or scratched. (UL)	
	All trash cans are empty. (UL and LL)	
	There are no party decorations. Walls, doors, windows, and light fixtures do not have any tape or strings hanging. (UL and LL)	
	Thermostat is set properly (Heat = 65 degrees or Air Conditioning = 75 degrees). (UL and LL)	

Check Out List

Once you finish your event at the Clubhouse, please use the check list below to take inventory again as well as perform each task to comply with the *Washingtonian Woods Clubhouse Usage Rules and Regulations*. **Please note, failure to comply may result in the loss of the security deposit.**

✓	Task
	Check inventory <input type="checkbox"/> 7-6' Rectangular Folding Tables, 3-8' Folding Tables, 2-4' Folding Tables, and 31 Folding Chairs (LL) <input type="checkbox"/> 2-8' Rectangular Folding Table, 12 Folding Chairs (UL) <input type="checkbox"/> Trash Cans (UL and LL) <input type="checkbox"/> 1 Pool Table (confirm pool table has not been moved), 6 pool cues, 1 bridge (UL) <input type="checkbox"/> 2 Flat screen TVs (UL) <input type="checkbox"/> 1 Subwoofer & 1 Sound Bar (UL) <input type="checkbox"/> 2 TV Remotes/2 Cable Remotes <input type="checkbox"/> 3 Sofas (UL) <input type="checkbox"/> 3 End Tables (UL) <input type="checkbox"/> 4 Table Lamps. (UL) <input type="checkbox"/> 2 Leather Coffee Tables with trays (UL) <input type="checkbox"/> 1 Casual Table behind sofa (UL) <input type="checkbox"/> 1 Casual Table under mirror (UL) <input type="checkbox"/> 3 Card Tables with four chairs each (UL) <input type="checkbox"/> 1 Bar and 1 Bar Chair (UL) <input type="checkbox"/> 6 Fabric Chairs (UL) <input type="checkbox"/> 2 Leather Chairs (UL) <input type="checkbox"/> 1 Bookcase with plant, 2 candle holders, books, picture frame, small globe, Internet Wireless Router, Cable Box (UL) <input type="checkbox"/> 1 Wall Clock (UL) <input type="checkbox"/> 2 Floor Plants with string of lights (UL) <input type="checkbox"/> 2 Floor Rugs (UL) <input type="checkbox"/> 1 Coat Rack w/ Hangers (UL) <input type="checkbox"/> 1 Umbrella stand (UL)
	Fold & neatly store tables & chairs. (LL)
	Empty all kitchen appliances (refrigerator (UL), microwave, oven (UL) & (LL), & dishwasher (UL) & (LL)
	Clean kitchen – clean floor of loose debris and trash, wipe counters (UL and LL)
	Clean bathrooms – clear floors of loose debris and trash (UL and LL)
	Remove all trash and recycle material from the club house (kitchen, great room and bathrooms) and take them home for disposal/recycle (UL and LL)
	Turn off TV (UL), fireplace (UL), and all lights (UL and LL)
	Remove all personal belongings (UL and LL)
	Reset thermostat (Heat = 65 degrees and Air Conditioning = 75 degrees) (UL and LL)
	Lock all doors (UL and LL)

Signed: _____ Date: _____

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