

Lakes at Cedar Grove Clubhouse Reservation Checklist

	YES	NO	COMMENTS
Foyer and Living Room			
Counters clean, cabinets free of spills			
Sink clean and free of debris			
Trash emptied			
Walls free from damage, no excessive marks			
Thermostat set to 68 (winter) 78 (summer)			
Tables and chairs clean - not broken			
Restrooms and Corridor			
Toilets flushed and free of clogs			
Trash emptied			
Walls free from damage			
Decorations and Furnishings			
All decoration and furnishings in correct place			
All living room decorations accounted for			
All foyer decorations accounted for			
All corridor decorations accounted for			
All restroom decorations accounted for			
All porch decorations accounted for			
All patio decorations accounted for			
Porch and Patio			
Porch free of trash and debris			
Patio free of trash and debris			
Flower beds and entryway free of debris			
Additional Items			
Microwave and refrigerator clean			
Audio/Visual off and remotes accounted for			
Chairs and tables checked and returned to storage			
Lights turned off			
Alarm Set			
Doors and Windows closed and locked			
Storage Room in its original condition or better			
Pre -Event			
Post-Event			

Date: _____

Signature of Committee Member: _____

Signature of Homeowner: _____