

WEST 86TH CLUBHOUSE - 6690 Residence Drive

CLEANING CHECKLIST

To OPEN front door - Turn key to LEFT ONLY

When leaving Clubhouse - Front door locks when pulled shut - don't lock with key

DO NOT: use tape, tacks on walls or woodwork

DO NOT: move around marble table in front room

DO NOT: roll glass table tops - they will chip

Pre-Function Checklist	✓	Post-Function Checklist	✓
1. Were carpets vacuumed and stain-free		1. Exterior clean and litter free	
2. Were countertops and tables wiped down		2. All your trash removed from clubhouse kitchen and restrooms	
3. Was furniture in order, clean and in good repair		3. Clean up kitchen, remove your items from refrigerator - wipe down counter & tables	
4. Were kitchen floors and sink clean		4. Carpets replaced and centered on fireplace	
5. Were restrooms sinks, floors, and toilets clean		5. All audio/video equipment turned off and cabinet locked	
6. Were all food items removed from kitchen refrigerator and cabinets		6. Walls cleaned and unmarred NO TAPE MARKS	
7. Was all garbage removed from kitchen and bathroom		7. Furniture returned to its correct position - rug centered on fireplace	
8. Were all doors double locked		8. Furniture clean and in good repair	
9. All audio/video equipment turned off and cabinet LOCKED		9. Insure all perimeter doors are double locked except door from exercise room to exterior	
		10. Turn off all lights	
		11. Set thermostat Summer A/C set 74°F Winter Heat set 62°F	

DEPOSIT RETURN: Return of deposit is based on checklist compliance and return of key.
Failure to meet requirements results in loss of your deposit(s).

Comments: _____

Name (Printed): _____ **Signature:** _____

Address: _____

Phone Number: _____ **Date:** _____

HOA Member Present during walk through (Printed): _____

Signature: _____

USER: Only 86th Homeowners may reserve the use of the clubhouse. **Subletting is not allowed.** Homeowner is responsible for the actions of any guest(s) and **must be a participant in any scheduled activities the entire time.** Any homeowners who are delinquent in their fees to the Homeowners' Association will not be allowed to reserve the clubhouse.

PRE-EVENT INSPECTIONS: Please report any damage to the facility and furnishings prior to your event to or Tracy Harris (317)850-7498 or Judith Powers (317)847-0482. You will obtain a key from one of these neighbors. You must go through one of the HOA Members listed before contacting Kirkpatrick Management at 570-4358.

RULES: WEST 86TH STREET COMMUNITY CLUBHOUSE IS A NON-SMOKING FACILITY

DECORATIONS: Please **do not** TAPE, nail or tack anything to the walls or ceiling.

CLEANING: Your use of the clubhouse requires satisfactory clean up. To help with that we have arranged for the clubhouse to be cleaned thoroughly after each paid rental. A two hour cleaning is included in a paid rental. Any additional time needed to clean up will be an additional charge payable to West 86th HOA. Non-paid rentals, unless a cleaning has been arranged and communicated, are expected to clean the space themselves and will be held to the same standards and penalties as paid rentals.

YOUR PERSONAL CLEAN UP FOR ANY EVENT AND ALL TRASH REMOVAL MUST BE COMPLETED BY 10:00 A.M. THE FOLLOWING DAY READY FOR THE NEXT RENTAL. There will be times when the West 86th Clubhouse is rented back-to-back and you will need to have all of your trash and belongings out before 7am (This enables the clubhouse to be cleaned before the next rental or event).

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Clubhouse Director and Renter Post-Rental Checklist

Post-Function Checklist	✓	Penalties
1. Exterior clean and litter free		
2. All trash removed from clubhouse - kitchen & restrooms		
3. Clean all kitchen areas, refrigerator, freezer and countertops and floor		
4. Carpets clean and back in place		
5. All restrooms are cleaned - garbage removed		
6. Walls cleaned and unmarred - NO TAPE MARKS		
7. Furniture returned to its correct position - rug center on fireplace		
8. Furniture clean and in good repair		
9. Ensure all perimeter doors are double locked except door from pool entrance to exterior.		
10. Insure all audio/video equipment is turned off and cabinet locked		
11. Turn off all lights		
12. Set the thermostat high or low for minimum use/economy.		
13. Key not returned by noon day after rental		

Pre and post rental checklists will be provided to allow you to assess the facility prior to your function. This must be signed and returned with your key. A pre and post rental checklist is provided at time of key collection to allow you to assess the facility prior to your function and for clean up and reset after your function.

****Initial** _____

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