

ATTACHMENT B
 CLUBHOUSE CHECK-OUT INSPECTION FORM (Please Print)

	YES	NO	Comments
<i>ENTRANCE</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 swept and mopped clean			
Toilets flushed and sinks tidy Toilet paper replenished if needed			
Garbage emptied and with new bag liner replaced			
<i>KITCHEN</i>			
Counters and sinks empty and wiped clean			
Refrigerator empty and clean			
Microwave empty and clean			
Floors swept and mopped clean			
Garbage and recycle cans emptied and with new bag liner			
Paper towels replenished if needed			
<i>GREAT ROOM</i>			
Walls clean/clear no tape			
Rugs thoroughly vacuumed			
All fixtures in tact and good condition			

	YES	NO	COMMENTS
All doors closed and locked			
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 (Jaime Feldmaier) 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 (248-953-1118). **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