

**CLUBHOUSE RENTAL
PRE-INSPECTION AND POST-INSPECTION CHECKLIST**

MARLBANK COVE ASSOCIATION

1. Entrance doors to clubhouse (lock working) _____ OK _____
2. ADT Alarm System (working/set) _____ OK _____
3. Entrance lights at front door (working) _____ OK _____
4. Parking lot lighting (working) _____ OK _____
5. Pad Lock at Gate (working/locked upon departure) _____ OK _____
6. Asphalt Roadway/Parking Lot to Clubhouse Clear of debris: _____ OK _____
7. Roadway gate (working) _____ OK _____
8. Clubhouse Decks (clear of debris) _____ OK _____
9. Kitchen Counters (clean/wiped down) _____ OK _____
10. Kitchen Sink (clean/rinsed) _____ OK _____
11. Bathrooms (cleaned/stocked) _____ OK _____
12. Thermostats (two/adjusted before leaving) _____ OK _____
13. Clubhouse Floors (mopped/vacuumed/swept) _____ OK _____
14. Empty Dishwasher/ put away MCA dishes _____ OK _____
15. Take Out Trash in Kitchen/Bathrooms (replace bags from under counter) _____ OK _____
16. Water Heater (turned off) _____ OK _____
17. Tables (return to closet-) _____ OK _____
18. Folding Chairs (return to closet) _____ OK _____
19. Pool Table (return balls and cues) _____ OK _____
20. Foosball (Read Instructions for moving and return to original place) _____ OK _____
21. Clubhouse Furniture Damages (Tears in Cushion/Stains) _____ OK _____
22. Carpet (Stains) _____ OK _____
23. Deck Clear of Debris _____ OK _____

Completed: _____
CBM or MCA Representative

_____ Date

_____ Rental Point of Contact

_____ Date