



INFO DOCUMENT AK – CLUBHOUSE RENTAL PRE & POST CHECKLIST

Lakes at Polaris Clubhouse Rental Checklist

PRE	REQUIRED INSPECTIONS	POST
	All lights and fans turned off	
	Appliances clean (inside and out)	
	No trash left in wastebaskets	
	All trash put in trash barrels on pool deck	
	Furnishings returned to original position	
	Floors clean (Broom and Swiffer in closet)	
	Reserved parking signs returned and neatly stored in closet	
	Restrooms clean	
	Walls clean – no tape	
	Countertops and tables clean	
	Interior and exterior doors locked	
	*All Clubhouse utensils are in original locations – *Initials: _____	
	*All Clubhouse dishes and pans are in original locations – *Initials: _____	
	*All Clubhouse small appliances are in original locations – *Initials: _____	
	*All Clubhouse kitchen supplies are in their original locations – *Initials: _____	
	*All used Clubhouse dish towels, and dish clothes are on the sink to be cleaned – *Initials: _____	
	Are there any expendable items used and needing replacement? Yes or No	
	List here:	

*Required initials for Renter – missing items will be charged to Unit Owner.

Pre-Inspection by _____ Signature _____ Date _____

Printed name of Renter _____ Unit Number _____

*Signature of Renter _____ Date _____

Post Inspection by _____ Signature _____ Date _____

We are proud of this facility and want it to remain in good condition so everyone can enjoy it. If any **one** of the above areas is not completed satisfactorily, the entire deposit will be withheld.

Please note: When renting the clubhouse, your guests are not permitted to use the pool area or exercise room.

Call BJ Alarm Source if there is any issue with your key card: 614-277-3118