

PRE/POST-EVENT INVENTORY & CLEANING LIST

This form must be kept on file for 60 days after event.
Committee member and renter must both sign before and after the event.

KITCHEN –

- Pot Holders (4)
 - Hand Towels (8)
 - Microwave
 - Coffee Pot
 - Refrigerator
 - Sink
 - Dishwasher - emptied
 - Countertops
 - Floors
 - Trash - emptied (x1)
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LIVING ROOM -

- Accessories (3 suitcases, 2 vases with sticks, clock on small table, decorative pieces on both couch tables-4 total, floral arrangements)
 - Throw Pillows (4), Couch (2), Chairs (4)
 - Dining table and 6 chairs
 - Floors - clean
 - Rug (1)
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BATHROOMS –

- Toilet Tissue Stands (mens/womens)
 - Hand Soap Dispensers (mens/womens)
 - Toilets - (note if damage to seats or lids)
 - Counter/Sink
 - Floors - clean
 - Trash - emptied (x2)
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- Porch Area (mats 3)
- Doors
- Windows/Curtains

Final determination: _____ Property acceptable _____ Damage as listed on the back of this form

Deposit: _____ Returned _____ Not Returned

Clubhouse Key: Returned Lost

Renter Signature: _____ Committee Member: _____

RESTOCKING SUPPLIES NEEDED

This form to be completed by committee member after each event

Kitchen:

Paper Towels

Oven mits

Towels

Baking soda for refrigerator

Dishwasher detergent

Wood cleaner

Glass cleaner

Counter top cleaner

Floor - swifter refills (wet)

Light bulb(s) needed (list type & quantity of bulb) _____

Trash bags for tall kitchen can

Vacuum

Broom/dust pan

Other _____

Bathrooms:

Toilet paper (4 available in each restroom)

Paper towels (2 boxes available in each restroom)

Air freshner (1 available in each restroom)

Toilet cleaner wand/refills (1 available for both restrooms -2 refills available)

Kleenex (2 boxes per restroom)

Light bulbs needed (list quantity of bulb(s) and which restroom) _____

Trash bags for small 8 gallon cans

Other _____

Main Room:

Light bulbs needed (quantity) _____

Porch Area:

Light bulb(s) needed (quantity) _____

Committee Member Signature: _____

Supplies Purchased/restock date: _____