

Please use this page before and after your event.

CLUBHOUSE INSPECTION:

In order to ensure that all members of our community enjoy the clubhouse area, the following must be initialed that you have inspected before and after your event in accordance with the Clubhouse Rules & Agreement or you will forfeit your security deposit:

**Sherry Clifton
Daytona Beach Office
1326 South Ridgewood Ave.Suite 14
Daytona Beach, FL 32114
Daytona@CliftonManagement.com
Tel. (386) 767-5575**

Initials Before	Initials After	
<input type="checkbox"/>	<input type="checkbox"/>	Clean counters and sink in the kitchen and bathrooms with cleaner provided.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe out refrigerator and microwave to clean off any food or drink spills.
		Sweep <u>AND</u> mop floors.
<input type="checkbox"/>	<input type="checkbox"/>	Vacuum carpet.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down all tables and chairs, if necessary. Please make sure there are no stickers left on either tables or chairs.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down any walls that might have been marked up or splashed.
<input type="checkbox"/>	<input type="checkbox"/>	Place furniture back into its original position.
<input type="checkbox"/>	<input type="checkbox"/>	Please clean all windows and doors, as needed, for fingerprints or others.
<input type="checkbox"/>	<input type="checkbox"/>	Pick up trash in the parking lot outside the clubhouse and pool area that may have been left as a result of your event.
<input type="checkbox"/>	<input type="checkbox"/>	Remove all equipment, decorations, supplies, personal articles, displays and stray balloons including those in the ceiling tiles.
<input type="checkbox"/>	<input type="checkbox"/>	Reset thermostat to <u>Air but at 78 degrees.</u>

Collect all trash and place into the Bear Proof containers in the front part of the parking lot. NO excuses, if trash is left in the clubhouse you relinquish security deposit. If there is no room for all the trash in the containers, please take excess trash home for pick up. Do not leave bags on the ground or overstuff the containers. Bags left on the ground are often ripped open by wildlife and causes additional mess and stench and will require special clean-up which will also result in giving up you security deposit. **Make sure Bear proof lids are locked in place and not left open.**

Turn off all lights.

Lock all doors. Please double check the back door leading to the pool area as these doors are sometimes forgotten.

Thank you for your assistance in the above items. Name: _____
_____ St. Address: _____ Phone: _____
Email: _____