

# Clubhouse Use Checklist

**CLEANING CHECKLIST – Email to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com)**

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, please immediately send an email to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) and include pictures if possible. By not contacting All-in-One Community Management, you may be accepting the responsibility of the existing damage.

This completed Clubhouse Use Checklist must be signed and emailed to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) and clubhouse key returned to the lockbox before your deposit check can be cleared for shredding.

**Check In Checklist      I encountered the following problems when I arrived at the clubhouse:**

Please check one or more as needed:

- The kitchen was not clean or an appliance is not working.
- The main area was not clean.
- The restrooms were not clean or working.
- The following items were damaged or missing: \_\_\_\_\_
- Other Problem: \_\_\_\_\_
- or --
- No problems. The clubhouse was in good condition and ready for rental.**

**Check Out Checklist      Cleaning Checklist:**

Please check each item off as you clean after your event, add notes as needed:

- Floors swept and mopped
- Kitchen cleaned including stove, refrigerator empty, sink wiped
- Faucets shut off; Oven shut off
- For winter rentals, fireplace flue closed and fireplace turned off.
- All items, including decorations, brought for my event have been removed
- Do not use helium balloons on strings – they get caught in the ceiling fans
- Trash has been deposited in the clubhouse in the dumpsters located in the parking lot
- All furniture in its original placement
- Restrooms are clean, working and undamaged
- Lights turned out; Ceiling fans left in the ON position
- Thermostat is controlled remotely – nothing needs to be done
- Doors locked & keys returned to lock box
- Management company notified of any damage or cleaning issues

I [am / am not] (please circle one) leaving the Clubhouse clean and in good condition and it is in condition to be rented immediately by a fellow homeowner.

**Signed:**

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Camden Pointe HOA Use Only:**  
Recommend Refund (YES / NO); Amount \$: \_\_\_\_\_  
If not, why: \_\_\_\_\_  
Name, Signature, Date: \_\_\_\_\_