

# Wheatlands Metro District Club House Checklist

(Any Checklist returned 72 hours after the scheduled event will not be valid)

<i>CLEAN ALL ITEMS USED AND REPLACE FURNITURE TO ORIGINAL POSITIONS</i>	
<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Event Date:</b>
<b>Email:</b>	<b>Event Time:</b>

Items To Be Completed	Condition Upon Arrival <i>1-5 (1 Being the Lowest)</i>	Initial Completed Item Before Leaving
<b>INTERIOR:</b>		
Clean all counters and sink		
Clean microwave		
Clean refrigerator – inside & out		
Wash dishes used and empty dishwasher		
Wash coffee makers and disconnect		
Clean restroom sink & toilet		
Replace furniture to original position		
Wipe all tables		
Sweep & mop all floors		
Vacuum carpet		
Wipe and put away folding tables in storage room		
Stack extra chairs and place in the storage room		
Remove all decorations and tape		
Replace trash can bags		
Remember restroom trash.		
Empty and remove trash from premises (Dumpster located in parking lot)		
Clean all entrance/ exit door glass		
<b>OUTSIDE PERIMETER</b>		
Tidy up – remove all trash		
Sweep off back patio area of debris		
<b>AS YOU LEAVE</b>		
Close & lock windows		
Turn off lights – thermostat set @ 70°		
Lock doors (back and front)		
Turn off fireplace		

Furniture Count	Please Initial To Verify Item Is In The Proper Location	Furniture Condition
<b>MAIN ROOM</b>		
6 tables with 4 chairs on each side		
4 seating chairs		
1 coffee table		

Furniture Count cont...	Please initial to verify item is in the proper location	Furniture condition
2 end tables		
9 misc. seating		
4 misc. seating		
10 folding chairs		
2 – 6' tables		
<b>FRONT ENTRY</b>		
1 sm. Couch		
1 chair		
<b>COMMENTS:</b>		

**Please note: If there is severe damage done to the clubhouse prior to your scheduled event, please call the Management office (Before Your Event) to time stamp your recorded message of the damage.**

Please mail completed form to:  
 Wheatlands Metro District c/o Colorado Management  
 13900 E. Harvard Ave., Ste. 330, Aurora, CO 80014  
 303-468-3747 Phone or 720.748.3021 Fax

\_\_\_\_\_ Date \_\_\_\_\_ Signature of User

\_\_\_\_\_ Date \_\_\_\_\_ Distict Manager



**User Acknowledges Receiving Clubhouse Checklist**  
 (Please attached this portion to the rental agreement prior to the scheduled event)

\_\_\_\_\_ Date

\_\_\_\_\_ User Name (print)

\_\_\_\_\_ Signature