

Murphy Creek Metro District # 3 Club House Checklist

(Any Checklist Returned 48 hours after the scheduled event will not be valid)

<i>Clean All Items Used and Replace Furniture to Original Positions</i>	
Name:	Phone
Address:	Event Date:
Email:	Event Start and Finish Time:

Items To Be Completed	Condition Upon Arrival 1-5 (1 Being the Lowest)	Initial Completed Item Before Leaving
INTERIOR		
Clean all counters and sink		
Clean stove, oven and microwave		
Clean refrigerator- inside and out		
Wash dishes used and empty dishwasher		
Clean restroom sinks and toilets		
Replace furniture to original position		
Wipe all tables		
Sweep and mop all floors		
Vacuum carpet		
Wipe and put away folding tables in back room		
Stack extra chairs and place in the back room		
Remove all decorations and tape		
Replace trash can bags, including in restroom		
Empty and remove trash from premises (Dumpster located at North end of the parking lot)		
Clean all entrance/exit door glass		
OUTSIDE PERIMETER		
Tidy up- remove all trash		
AS YOU LEAVE		
Close and lock windows		
Turn off all kitchen appliances		
Turn off lights- thermostat set at 70°		
Lock doors (back and front)		
Turn off fireplace		

Furniture Count	Please Initial To Verify Item Is In The Proper Location	Furniture Condition
MAIN ROOM		
4 Square Tables w/16 Chairs		
1 Desk / Chair		
2 Sofas		

Furniture Count cont...	Please Initial To Verify Item Is In The Proper Location	Furniture Condition
BACK ROOM		
80 Chairs		
9 Rectangular Folding Tables		
4 4ft Tables		
ENTRANCE HALL		
4 Green Upholstered Chairs		
COMMENTS:		

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 email completed form to:
Murphy Creek Metro No. 3 c/o Goodwin & Co.
cdmcmmanager@goodwin-co.com
14901 E Hampden Ave # 320, Aurora, CO 80014
303-693-2118 Phone or 303-693-8803 Fax

_____ Time _____ Date _____ Signature of User

_____ Time _____ Date _____ District Manager

Checklist Received and Reviewed By: _____ Date: _____ Janitorial Services Checklist Received and Review By: _____ Date: _____ Damage: Y / N
Comments: