Date of Renta

Checklist
OPC Clubhouse

CH Mgr

Date / Time	Pre Inspection	Post- Inspection
Foyer / Entrance		
Floor		
Mats		
Closet		
Hall Back Exit		
Main & Side Rooms		
Carpet		
Dance Floor		
Walls		
Tables & Chairs		
Leather Chairs		
Fireplace		
Bar Area		
Sink / Counters		
Bev Refrig		
Trash cans		
Floor		
Kitchen		
Floor		
Counters / Sink		
Ovens / Microwaves		
Refrig		
Trash cans		
Bathrooms		
Hall Floor		
Sinks / Mirrors		
Commodes		
BR Floor		
Trash Cans		
Other		
Thermostatws		
Banquest Tables/ Chairs		
Doors & Windows Locked		
Outside Clean		
Reset Security		
Trash Outside at Kitchen		
Signatures		
CH Mgr		
Renter		