



WYNDHAM RIDGE HOMEOWNERS ASSOCIATION

Wyndham Ridge Clubhouse – Building Use Checklist

PLEASE RETAIN for your use at the Wyndham Ridge Clubhouse (WRC) during your event.

Please report any problems, difficulties, needed maintenance or supplies to Community Association Management (CAM), 573-499-4445 / info@camcolumbia.com.

The following checklist(s) should be completed **upon arrival** and **at the end** of your event please sign and return to CAM promptly via email, fax, in person or by mail (must be received within 5 days of your event). **COMPLETED AND SIGNED FORM REQUIRED FOR DEPOSIT REFUND.**

NOTE: Drop box and diagram of correct furniture placement are located on the inside of the utility closet.

UPON ARRIVAL – Please check all that apply, noting any discrepancies:

- Doors were locked.
- Trash was removed.
- Furniture, tables and chairs are in original positions per provided diagram.
- Countertops and tables are clean.
- Refrigerator / freezer is empty.
- Floors are vacuumed.
- Television is off.
- Appliances (other than refrigerator) are off.
- Lights are off.
- Ceiling fans (inside and out) are off.
- Thermostat is at 65 degrees (fall / winter) or 75 degrees (spring / summer).

No visible damage to:

- Furniture (indoors)
- Furniture (patio)
- Carpet / floors
- Windows
- Appliances
- Countertops
- Cabinets
- TV
- Restrooms

DISCREPANCIES: _____



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AT END OF YOUR EVENT:

- _____ Straighten furniture, tables and chairs and return to original positions per provided diagram.
- _____ Remove any debris from premises, including restrooms. It must go to your residence and not left at the WRC.
- _____ Disinfect/Wipe down countertops and tables with paper towels and the Lysol solution provided under the kitchen sink. PLEASE NOTE: Do NOT use harsh abrasives on tabletops.
- _____ Remove any items left in refrigerator and / or freezer.
- _____ Vacuum floor. Vacuum is located in utility closet.
- _____ If floor is wet, mop up excess water. Mop is located in utility closet.
- _____ Television turned off.
- _____ Appliances turned off.
- _____ Lights turned off.
- _____ Ceiling fans turned off, including patio.
- _____ Set thermostat to 65 degrees (fall / winter) or 75 degrees (spring / summer).
- _____ Lock any doors you unlocked. DO NOT dead bolt doors that are accessed with key card.

DAMAGES INCURRED BY YOU OR YOUR GUESTS:

Thank you for leaving your WRC clean and neat!

OWNER/RESIDENT SIGNATURE: _____

PRINTED NAME: _____ ADDRESS: _____

EMAIL: _____ PHONE: _____

DATE: _____

Note: Your \$100 deposit may not be refunded if this checklist is not completed and submitted to CAM following your event.