



McKenzie Place Condominium

*2500 Kenzie Drive
Pittsburgh, PA 15205
(412) 787-7104*

CLUBHOUSE CLEANING AND DAMAGE REPORT

Name of Renter: _____ Date of Rental: _____

Address of Renter: _____ Date of Report: _____

THE CLUBHOUSE IS A NON-SMOKING FACILITY.

Renter: This form is to be signed and returned to the Manager or Maintenance Office accompanying the Rental Agreement Contract and Security Instructions. The morning of your scheduled event, you may make arrangements with the Maintenance staff to inspect the clubhouse to ensure it is in good order. Please be certain to review this report form thoroughly, with the intent of understanding the charges that could be impended, prior to signing. Signing this blank form indicates your knowledge of the various charges and your agreement to them should they be impended. This form will also be in the Clubhouse for you to use at the time of cleaning to serve as a guideline.

Maintenance: This report is to be filled out the first working day after a Clubhouse rental and given to the Manager. All lines are to be filled in accurately and completely. Place an "X" in the "none" category if no charge is to be assessed. Circle the appropriate amount if cleaning was required. If there are multiple items, (i.e. windows) place the number cleaned in the category. Explain any unusual circumstances.

CLEANING REQUIRED BY MAINTENANCE/CONTRACTOR

ITEM:	NONE	FEE FOR SERVICE
Furniture stained	_____	Contract cost to clean
Tables and chairs put away	_____	50.00
Coat Closet	_____	6.00
Floors mopped (per room)	_____	20.00
Glass Washed (per pane)	_____	15.00
Kitchen:		
Microwave (outside)	_____	4.00
Microwave (inside)	_____	15.00
Countertops	_____	15.00
Cupboards	_____	25.00
Oven (outside)	_____	20.00
Oven (inside)	_____	25.00
Refrigerator (outside)	_____	6.00
Refrigerator (inside)	_____	25.00
Sinks	_____	6.00
Beer Cooler (outside)	_____	8.00
Beer Cooler (inside)	_____	10.00
Tables (per table)	_____	12.00
Trash containers emptied (ea.)	_____	10.00
Trash Containers cleaned (ea.)	_____	15.00
Trash left in Rooms	_____	15.00
Trash left around building	_____	75.00
Walls Cleaned (per wall)	_____	35.00
Damage to any areas due to decorating		

Anything that makes a hole in the walls or woodwork is not permitted.
 Decorating may be done w/ 3M removable strips and the renter must
 remove the strips. _____ Cost to repair

Were any party or personal items left in the clubhouse? _____ If so, please list and explain.

Any items left in the Clubhouse will be disposed of immediately. Beer kegs must be removed immediately upon the expiration of the rental period or a fine of \$30.00 will be assessed and McKenzie place will dispose of the keg, unless special arrangements are made IN ADVANCE.

Was the television remote for the HD TV requested? _____ Cost of replacement/repair if the remote is not returned and a fine of \$50.00.

Were any logo items missing or damaged? _____ A fine of \$175.00 will be assessed to replace the item with the McKenzie Place Logo that was missing or damaged.

Was the beer cooler left plugged in? _____ A fine of \$50.00 will be assessed if the cooler was left plugged in and the door was not left open.

Were any lights left on? _____ If so, explain which ones. _____ A fine of \$50.00 will be assessed if ANY lights were not turned off.

Was the heat left on above 60 degrees? _____ Was air conditioning left on below 80 degrees? _____ There will be a fine of \$75.00 assessed.

Is all Association property accounted for? _____ if not, explain _____

Are all of the rental items cleaned and accounted for, if applicable? _____

Were the police, manager, maintenance staff or Board Member called to the party due to excessive noise, damage, parking or other rule violations? ____ LOSS OF FULL SECURITY DEPOSIT.

Were the keys returned? _____ \$15.00 late return charge \$150.00 lost key charge.

Was there any visible damage? _____ If so, please explain with an estimated cost to repair. _____

Any other items of interest to be brought to the attention of the Board of Directors?

FINES OF \$35.00 WILL BE ASSESSED FOR EACH RULE VIOLATION WHETHER BY THE RESIDENT OR GUEST OF THE RESIDENT. DAMAGE WILL BE CHARGED ON AN ACTUAL COST TO REPAIR OR REPLACE BASIS. MISSING ITEMS WILL BE CHARGED ON A REPLACEMENT BASIS.

A MAP DESIGNATING APPROVED PARKING SPACES WILL BE AVAILABLE AT THE TIME OF RENTAL FOR THE RENTER TO INFORM HIS/HER GUESTS WHERE TO PARK. PARKING VIOLATIONS WILL BE ASSESSED \$35.00 FOR EACH GUEST VIOLATION.

I understand the above charges and agree to them.

Signature of renter

date

If not signed, all items are assumed to be acceptable and in good condition.

I have inspected the room and its contents and agree they are clean and in good condition, prior to my usage, except as noted on the front of this form and initialed by the maintenance staff.

Signature of renter

date

I have inspected the Clubhouse and note my findings.

Signature of maintenance staff

date