

Grosse Ile Colony Condos Inspection and Check List

Colony Clubhouse Rental Responsibilities & Inspection Checklist Thank you for choosing to rent the Colony Clubhouse. As a community amenity, it is essential that each renter takes full responsibility for cleaning and restoring the facility to its original condition immediately following use.

The checklist below outlines the minimum requirements for cleanup. Failure to complete any item on this checklist to the Association's satisfaction will result in the forfeiture of your \$350 non-refundable security deposit. Renters are expected to inspect the facility upon arrival and report any issues immediately to any board member whose contact information is listed on the wall in the foyer.

The clubhouse must be left in a clean, orderly, and secure state. A post-rental inspection will be conducted by Association staff or designee.

Clubhouse Rental Cleanup Checklist

Area Task Completed After Rental

General Areas Pick up and dispose of all trash ☐

Remove all personal items and decorations ☐

Wipe down tables, countertops, and all surfaces ☐

Vacuum and sweep floors; spot-clean carpet spills ☐

Report any damage or facility issues ☐

Turn off all lights, coffee pots, and other electronics ☐

Return furniture to original layout ☐

Turn off fireplace ☐

Fluff and straighten cushions ☐

Clean around furniture, including chrome stirrups ☐

Turn off TV and soundbar ☐

Kitchen Area Wipe down countertops and sink with spray cleaner ☐

Clean sink ☐

Clean refrigerator, microwave, oven (if used) ☐

Remove all food and wipe inside of appliances ☐

Empty trash receptacles in kitchen and main area ☐

Sweep and mop floors (cleaning supplies in closet) ☐

Restrooms (Men's & Women's) Clean and disinfect toilets, urinals, sinks ☐

Wipe mirrors and countertops ☐

Empty trash and replace liners ☐

Exit Protocol Ensure all doors are locked upon exit ☐

Final check for forgotten items or damages ☐

Take trash to dumpster (east side of clubhouse) ☐

Thank you for renting the Colony Clubhouse facility.

We appreciate your cooperation in keeping our shared space clean, safe, and enjoyable for all residents.

If at any time during your rental period you encounter an issue or require assistance, please contact a board member in the following order:

1. Brian Medved – Board Member / Secretary / Club House and Grounds
Phone: 313-418-7870
2. Christa Clarkson – Vice President / Treasurer / Board Member / Pool /
Communications Phone: 989-372-3610
3. Michael G. Tucker – President Phone: 313-919-1350

Please sign your name once you have completed all the required tasks then slide under the office door.

Printed Name _____ Date _____ Signature _____

Please provide the name of the person, address, phone, and e-mail where the return deposit check should be mailed to. Deposit checks will be mailed out 7-10 days from receipt of this form.