

Highland Community Building

501 West Avenue

Condition Checklist - User

City and undersigned user shall conduct walk-through inspections of the facility immediately before user's event begins and at the termination thereof. Any deficiencies shall be noted on this document. Miscellaneous cleaning and supply items are furnished by City (toilet paper, trash bags, brooms, mops, cleaning solutions, etc).

Items checked off and/or left blank are deemed to be acceptable or marked not applicable (N/A). Items not acceptable must be noted as to the specific deficiency.

	<u>Before</u>	<u>After</u>	<u>Deficiency (if any)</u>
Community Room			
Floor swept and mopped, as needed	_____	_____	_____
Decorations removed	_____	_____	_____
Tables and chairs cleaned and returned to storage	_____	_____	_____
Kitchen			
Floor swept and mopped, as needed	_____	_____	_____
All items removed	_____	_____	_____
Appliances turned off	_____	_____	_____
Refrigerator emptied/cleaned	_____	_____	_____
Clean/store all appliances & other items used	_____	_____	_____
Wipe down sinks/counters	_____	_____	_____
Bathrooms			
Floor swept and mopped, as needed	_____	_____	_____
Stools, urinals & sinks cleaned	_____	_____	_____
General			
Return all items used to storage	_____	_____	_____
Trash bagged & placed in dumpster	_____	_____	_____
New bags in trash cans	_____	_____	_____
Lights/fans turned off	_____	_____	_____
Clean other areas, as necessary	_____	_____	_____
Facility vacated	_____	_____	_____
Personal property removed	_____	_____	_____
Check/set thermostats	_____	_____	_____
Secure/inspect all windows/doors	_____	_____	_____
Inspect/note any readily visible items of damage <i>(hidden damage may be discovered later)</i>	_____	_____	_____
Parking Lot/Grounds			
Litter from event picked up	_____	_____	_____
All vehicles removed	_____	_____	_____
Cooking equipment/tables/chairs removed	_____	_____	_____

The undersigned acknowledge and approve the above condition checklist:

Before

After

Date & Time _____

Date & Time _____

User (signature)

User (signature)

In the event User fails to fill out and/or return this document to city, user accepts the facility “as is”, and accepts the checklist as prepared by the facility manager, both before and after.