

PATHFINDER REGIONAL PARK

PRE/POST INSPECTION

CHECKLIST – Schedule A

| PRE | ITEM | POST |
|---------------------|--|------|
| | Auditorium | |
| | Floors – Swept, Mopped | |
| | Doors – Functioning | |
| | Tables – Check for damage | |
| | Chairs – Check for damage | |
| | Equipment – Check for damage, is turned off, check stage | |
| | Keys/Fobs Issued/Returned | |
| | Trash Receptacles, emptied & placed in dumpster | |
| ADDITIONAL SERVICES | | |
| | Kitchen, overall cleanliness | |
| | Floors – Swept, Mopped | |
| | Doors – Functioning | |
| | Equipment – Cleaned, Refrigerators emptied, Fryer | |
| | Utensils – Cleaned & Stored | |
| | Surfaces - Cleaned | |
| | Meeting Room | |
| | Floors – Vacuumed (check for damage) | |
| | Tables – Check for damage | |
| | Chairs – Check for damage | |
| | Equipment – Check for damage, is turned off | |
| | Tableware, if rented | |
| | Check for damage/missing | |