

PATHFINDER REGIONAL PARK

PRE/POST INSPECTION

CHECKLIST – Schedule B

PRE	ITEM	POST
	Meeting Room	
	Floors – Vacuumed (check for damage)	
	Doors – Functioning	
	Tables – Check for damage	
	Chairs – Check for damage	
	Equipment – Check for damage, is turned off	
	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	
	Tableware, if rented	
	Check for damage/missing	