COMMUNITY CENTER INSPECTION CHECK LIST

Clean-up must be completed prior to the end time stated in the rental agreement.

It is the City’s intent that all users have a pleasurable event. When your event is over, please use this checklist to ensure that all items listed are in the same condition as found. Cleaning deposits will only be refunded after the City has inspected and approved the used areas and are in the same condition as prior to rental.

IF BUILDING IS LEFT UNSECURED, THERE WILL BE NO REFUND!

_____ Tables and chairs, wipe off and put back into storage closets.

_____ All outside table & chairs put back as originally set-up.

_____ Floor - Sweep and mop with the cleaner and water in janitor’s closet.

_____ Restrooms – clean all 3.

_____ Kitchen – clean all.

_____ Oven, stovetop burners and griddle– Make sure they are turned OFF.

_____ Food – Remove all from refrigerator.

_____ Trash - Empty and place in the locked dumpster.

_____ Recyclables – Please put into correct containers in the lock dumpster area.

_____ Lights - Please make sure they are all turned OFF. Use light control, not switches.

_____ Doors – Please make sure that they are all closed.

Passed inspection  ______ Yes  ______ No

Specific reason(s) for not passing inspection with additional notes as to why:

________________________________________________

________________________________________________

Access Card & Trash Key- MUST be returned to City Hall immediately. If after hours, place Access Card & Trash Key in white utility drop box located in front of City Hall.

City Only – P.T., T.P. and Soap need to be restocked, if yes circle which one:  ☐ Yes or  ☐ No

Inspection completed by __________________________ Date: ____________ Time: ____________

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

The City of Talent is an Equal Opportunity Provider