

ISLAND CREEK COMMUNITY ASSOCIATION

COMMUNITY CENTER INSPECTION SHEET

(Attachment A)

	Pre-Event Inspection		Post-Event Inspection	
	Check	Note	Check	Note
1. KITCHEN				
Floor Tile	[]	_____	[]	_____
Walls	[]	_____	[]	_____
Window	[]	_____	[]	_____
Counter Top	[]	_____	[]	_____
Cabinets	[]	_____	[]	_____
Sink	[]	_____	[]	_____
Refrigerator	[]	_____	[]	_____
2. GREAT ROOM				
Carpet	[]	_____	[]	_____
Windows	[]	_____	[]	_____
Tables	[]	_____	[]	_____
Chairs (small)	[]	_____	[]	_____
Lounge Chairs	[]	_____	[]	_____
Sofas	[]	_____	[]	_____
Walls	[]	_____	[]	_____
3. MEN'S REST ROOM				
Floors	[]	_____	[]	_____
Sink	[]	_____	[]	_____
Mirror	[]	_____	[]	_____
Toilet	[]	_____	[]	_____
Door	[]	_____	[]	_____
4. WOMEN'S REST ROOM				
Floors	[]	_____	[]	_____
Sink	[]	_____	[]	_____
Mirror	[]	_____	[]	_____
Toilet	[]	_____	[]	_____
Door	[]	_____	[]	_____
5. Other				
	[]	_____	[]	_____
	[]	_____	[]	_____

CLEANING PROCEDURES

- Make sure all refuse is collected, placed in place trash bags and placed in garbage bins on pool deck.
- Clean all kitchen surface areas as needed (supplies are located beneath the sink).
- Clean all spills.
- Clean bathrooms as needed.
- Clean tables in party room.
- Make sure no bottles or cans are left outside the premises, including the parking areas.
- Make sure all furniture is returned to pre-event location.
- Do not leave any food behind in the refrigerator.
- Do not use any items that do not belong to your party.
- Make sure the refrigerator door is not left ajar.