

DATE:

Must complete the inspection within 24 hours of use!

HCC Facility Inspection Post Events				
No	Items to Inspect	Condition Acceptable?	Staff Member Initials	Comment if condition is <u>not</u> acceptable
1	Floor swept clean - floor in HCC hall, dining hall and bathrooms have no visible debris .	Yes No		
2	Floor mopped clean - floor in HCC hall, dining hall and bathrooms have no buildup of food, dirt or scum visible . Floors are clean (white).	Yes No		
3	Walls clean - Walls floor in HCC hall, dining hall and bathrooms have no visible dirt, hand prints, stains or buildup of any color .	Yes No		
4	All bathroom stalls and toilets are cleaned and nothing is broken . No messes or stains of any kind on walls, toilets, toilet covers or doors.	Yes No		
5	Bathroom sinks and counters are clean. Mirrors not damaged or stained. Hand dryers working.	Yes No		
6	Kitchen area and the smaller rooms by the HCC Hall are clean, no visible debris on floor or stains	Yes No		
7	No items such as food, water bottle and garbage left on any window ledges in both HCC and Dining	Yes No		
8	Hallway from the Dining Hall to the shed is clean and no food stains on floor or walls.	Yes No		
9	Glass windows in HCC Hall, Dining Hall, Small office rooms and doors are not damaged and not	Yes No		
10	Doors to the RCU Conference room are not damaged; glass windows are intact.	Yes No		
11	HCC bulletin boards for display have no damage and glass covers have no stains.	Yes No		
12	Ceiling tiles in the Dining Hall are not damaged or stained. Not missing or cracked.	Yes No		
13	Window blinds have no damage and are not stained.	Yes No		
14	Carpet area by elevator and stairs to ECAHMAA office are clean/vacuumed, and have no stains.	Yes No		
15	Main glass doors and walls at main entrance to ECAHMAA office are not damage and have no	Yes No		
16	Kitchen counter, microwave and sink in Dining Hall are clean and have no food stains. Sink is	Yes No		
17	All electrical heaters in the Dining Hall are in good working condition. No visible signs of damage.	Yes No		
18	HCC projector, overhead speakers and PA sound system working properly. No visible signs of	Yes No		
19	Projector screen functioning properly and not damaged.	Yes No		
20	All the chairs and tables on the lease form are accounted for and have no damage. Have no food	Yes No		
21	All garbage canisters or tubs are accounted for.	Yes No		
22	Rolling carpet that is used for ceremony is rolled up and put away.	Yes No		
23	Ceremonial drum and wood stand are disassembled and put away in the utility room. Not	Yes No		
24	The shed is clean, no food stains or dirt buildup and has no damage. Doors close properly.	Yes No		
25	No waste or garbage is left in the facility, on the outside perimeter of the building or in our	Yes No		
26	Garbage is picked up on the outside perimeter of the building.	Yes No		
27	All building signs, lights and cameras are not damaged or removed.	Yes No		
28	All HCC exhibits, such as pictures, artifacts, any displays, etc. are not damaged or removed.	Yes No		
29	Cigarette holders outside building are cleaned. No cigarette butts or cartridges are left on the	Yes No		
30	RCU room is swept, mopped, and all appliances are plugged in.	Yes No		
31	All doors are closed and locked.			
32	HCC Rental Keys given to: _____	Yes No		HCC Rental Keys was returned on (date)_____

***If trash and/or recycling were thrown in OSHA's garbage and recycling containers, it is the applicant's responsibility to call OSHA, (715) 839-4718, and the property owner of OSHA and pay a separate fee with them within 24 hours. Bill Lindeman, owner of the OSHA building's phone number is 715-491-2208.**

***Failure to meet all of these requirements may result in deduction from some or all of deposit.**

Applicant Signature

ECAHMAA Staff Signature