

Hall Checklist

Non-Profit

Pre Inspection

<i>Large Hall</i>	<i>Kitchen</i>	<i>Bathroom</i>
Floor Swept	Floor Swept	No running water
Decoration Removed	Food Removed	Clean Floor
Damage to Chairs or Tables	Stove Cleaned	Paper Stocked
Coat Room Empty	Trash Removed	Trash Removed
Visible Damage to Walls or Hall	Counter Cleaned	Grounds
Trash Removed into Dumpster		No Trash: courtyard and parking lot

Comments: _____

Event Supervisor's Signature/Date:

Print Name: _____

Church Representative/Date: _____

Post Inspection

<i>Large Hall</i>	<i>Kitchen</i>	<i>Bathroom</i>
Floor Swept	Floor Swept	No running water
Decoration Removed	Food Removed	Clean Floor
Damage to Chairs or Tables	Stove Cleaned	Paper Stocked
Coat Room Empty	Trash Removed	Trash Removed
Visible Damage to Walls or Hall	Counter Cleaned	Grounds
Trash Removed into Dumpster		No Trash: courtyard and parking lot

TABLES AND CHAIRS ARE ARRANGED AS SPECIFIED BY PARISH

Comments: _____

Event Supervisor's Signature/Date:

Print Name: _____

Church Representative/Date: _____