

YMCA of Corsicana
Facility Inspection Checklist

Renter: _____ Date: _____

Facility: _____

Complete a walk-through BEFORE and AFTER the event.

Indicate with a checkmark that the required service is completed or indicate that the area does not apply by marking "N/A" in each of the following areas:

	BEFORE	AFTER
◆ Garbage, debris, and recyclables are picked up from inside and outside the facility, sealed in plastic bags, and deposited in dumpsters, including cigarette butts.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Furnishings are returned to their original location including chairs, tables, trashcans, etc.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Tables and chairs are clean and properly stored.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Floors are clean (swept and mopped with clean hot water) and janitorial equipment is returned to original location.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Decorations are removed (including tape used to secure them).....	<input type="checkbox"/>	<input type="checkbox"/>
<u>Multi-Purpose Room Only</u>		
◆ Kitchen countertops and sinks are wiped down and clean.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Microwave/Refrigerator/Oven empty and clean of all food spills.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Bathrooms are cleaned.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Doors are locked and secured (when on site staff are not present).....	<input type="checkbox"/>	<input type="checkbox"/>
<u>YMCA Pool Only</u>		
◆ Pool deck is free of items and debris.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Pool patio is free of items and debris.....	<input type="checkbox"/>	<input type="checkbox"/>
<u>Camp Wanica Only</u>		
◆ Kitchen countertops and sinks are wiped down and clean.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Microwave/Refrigerator/Oven empty and clean of all food spills.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Pool area is free of items and debris.....	<input type="checkbox"/>	<input type="checkbox"/>
◆ Cabins are clean with no damage.....	<input type="checkbox"/>	<input type="checkbox"/>

Comments regarding the condition of the facility or equipment before and/or after the rental:

After satisfactory inspection of the facility, the Security Deposit paid by credit card will be refunded within 10 business days. Cash and check deposits will be refunded within 30 days. Damages to facility and/or equipment will be assessed based upon repair or replacement costs. If costs exceed Security Deposit an invoice will be submitted to collect remaining charges. If the facility is not properly cleaned, any cleaning done by facility staff will be deducted from the Security Deposit at a rate of \$100/hour. If credit card number is on file, we reserve the right to charge any extra costs due to damage, cleaning or going over rental time to the card without additional permission from renter. Renter will be notified by mail of any charges to credit card.

Renter Signature: _____