

## HROA RECREATION BARN INSPECTION CHECKLIST

*Reference: HROA Recreation Barn Use Policy / Cleaning & Security Deposit Guidelines*

**Event Date:** \_\_\_\_\_ **Event Description:** \_\_\_\_\_

**Member/Renter (Responsible Party):** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**HROA contact number to schedule inspection:** (805) 227-6560 Request SECURITY to Respond

**Pre-Event Inspection Date and Time:** \_\_\_\_\_ **HROA Representative:** \_\_\_\_\_

**Post-Event Inspection Date and Time:** \_\_\_\_\_ **HROA Representative:** \_\_\_\_\_

**Will Kitchen be used? Yes No (circle one)**

Area or Activity	Pre-Event Check	Post-Event Check	Comments
<b>Main Floor</b>			
Decorations			No tacks, nails, staples, or strapping tape. Easily removed masking or painter's tape is OK
Floors			Post-event: swept & major spills cleaned up
<b>Bathrooms (3)</b>			
Trash removed			
Sinks and counters			Post-event: wiped down
Floors			Post-event: swept & major spills cleaned up
Toilets and urinals			Post-event: toilets flushed
<b>Kitchen</b>			
Dishes done and put away			
Sink & faucet			Pre-event: clean / Post-event: wiped & major spills cleaned up
Counters and island			Pre-event: clean / Post-event: wiped & major spills cleaned up
Stovetop and oven			Pre-event: clean / Post-event: wiped & major spills cleaned up
Refrigerators (3)			Empty of food and wiped down
Freezer			Empty of food and wiped down

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Area or Activity	Pre-Event Check	Post-Event Check	Comments
<b>Outside</b>			
Outdoor tables and booths			
Outdoor BBQ			Outdoor BBQ is out of service at this time
Portable BBQ			If requested for use
Trash and cigarette butts			
Windows & doors (main, side, and patio)			Check for damaged glass
<b>Trash</b>			<b>Post-event: All trash in sealed plastic bags and left INSIDE the main doors</b>
<b>Utilities</b>			
Lights (inside and patio)			Pre-Event: Verify location / Post-event: Off. Note: one light stays on in restrooms
A/C			Pre-Event: Verify location Post-event: Off
Heat			Pre-Event: Verify location Post-event: Off
Doors locked - (3) exterior and kitchen			
Cleaning supplies			Locate caddy with basic items
Mop and bucket			Pre-Event: Locate and make sure mop and water are clean; Post-Event: Water dumped <b>outside</b> after use.
<b>Safety</b>			
Fire extinguisher(s)			Verify locations
First Aid Kit			Verify location and supplies

**Emergency Contact Info**

**DIAL 911 FOR ALL EMERGENCIES**

**Non-Traffic Incidents: Sheriff (805) 781-4550**

**Traffic Incidents: CHP (805) 593-3333**

**HROA Security: (805) 227-6560 after contacting authorities**

**Pre-Event Inspection Sign-Off**

Description and photograph of unsatisfactory conditions or damage (send photo to: office@hroa.us and

maintenance@hroa.us)

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### Pre-Event Inspection Sign-Off (cont'd.)

Notations of actions to be taken to remedy unsatisfactory or damaged conditions:

I have inspected the premises and agree the physical condition of the facility is as noted above.

Member Name (print):

Member Signature and Date:

HROA Representative Name (print):

HROA Representative Signature and Date:

### Post-Event Inspection Sign-Off

Description and photograph of unsatisfactory conditions or damage (send photo to: office@hroa.us and

maintenance@hroa.us)

Notations of actions to be taken to remedy unsatisfactory or damaged conditions:

I have inspected the premises and agree the physical condition of the facility is as noted above.

Member Name (print):

Member Signature and Date:

HROA Representative Name (print):

HROA Representative Signature and Date: