

# HCLRA CHECKLIST FOR DEPOSIT RETURN

RENTER / ORGANIZATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

BUILDING: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_

AMOUNT TO RETURN: \_\_\_\_\_

	ACCEPTABLE	UNACCEPTABLE	CHG. AMT.
● TRASH CANS EMPTIED (\$20 / each)	_____	_____	_____
● TABLES AND CHAIRS RETURNED PROPER PLACE (\$60)	_____	_____	_____
● BATHROOMS (\$150)	_____	_____	_____
<input type="checkbox"/> TRASH CANS EMPTIED AND BAGS REPLACED	_____	_____	_____
<input type="checkbox"/> ALL FACILITIES CLEAN	_____	_____	_____
● TOILETS	_____	_____	_____
● SINKS	_____	_____	_____
● FLOORS CLEAN - SWEEP - MOP IF NEED	_____	_____	_____
● KITCHEN / CONCESSION STANDS (\$50)	_____	_____	_____
<input type="checkbox"/> TRASH CANS EMPTIED	_____	_____	_____
<input type="checkbox"/> ALL FACILITIES CLEAN	_____	_____	_____
● SINK	_____	_____	_____
● COUNTERS	_____	_____	_____
● REFRIGERATOR	_____	_____	_____
● OVEN	_____	_____	_____
<input type="checkbox"/> FLOORS CLEAN - SWEEP - MOP IF NEED	_____	_____	_____
● FLOORS CLEAN - SWEEP - MOP IF NEED (\$60)	_____	_____	_____
● GUM ON FLOORS OR TABLES (\$60)	_____	_____	_____
● OUTSIDE LITTER (\$60)	_____	_____	_____
● BARN PEN SPACE UNCLEAR (\$150)	_____	_____	_____
<input type="checkbox"/> TRASH CANS EMPTIED	_____	_____	_____
<input type="checkbox"/> MANURE / FEED LEFT IN PENS	_____	_____	_____
<input type="checkbox"/> HAY / SHAVINGS LEFT IN PENS	_____	_____	_____
<input type="checkbox"/> PEN GATES LEFT OPEN	_____	_____	_____
● SHOW ARENA & SEATING UNCLEAR (\$150)	_____	_____	_____
<input type="checkbox"/> ARENA AREA FREE OF DEBRIS	_____	_____	_____
<input type="checkbox"/> UNDER BLEACHERS FREE OF DEBRIS	_____	_____	_____
● TRASH BAGS COLLECTED HCLRA NOT IN DUMPSTER (\$20 / BAG)	_____	_____	_____
● WASTING OF UTILITIES (\$150)	_____	_____	_____
<input type="checkbox"/> A/C UNITS	_____	_____	_____
<input type="checkbox"/> LIGHTS	_____	_____	_____
<input type="checkbox"/> WATER	_____	_____	_____
● FAILURE TO RETURN KEY TO LOCK BOX (\$150)	_____	_____	_____
● ALL EXTERIOR DOORS LOCKED (\$60)	_____	_____	_____
● ALL GATES LOCKED (\$60)	_____	_____	_____

INSPECTING OFFICER / MEMBER / ADVISOR: \_\_\_\_\_