

UMAP Condition of Facility

At the conclusion of your event and using the facilities please check off all appropriate items below. Your security deposit will be returned if all items pass inspection by the Facilities Coordinator. If any items require cleaning or repair, your deposit will be used for janitorial and/or repair services. If property damages exceed security deposit, you will be held liable for all costs incurred for repairs.

- Return tables and chairs to the positions in which you found them
- Sweep floor(s) of all debris
- Turn off all lights (restrooms & main entry lights are automatic)
- Empty all garbage, and place bags in dumpster at the side of the building
- Check that all doors are closed, including restrooms and restroom hallway doors
- Check restrooms for trash on the floor, flush toilets, and remove garbage
- Wash all dishes and put away properly if necessary
- Wash, dry, and sanitize all counters and tables
- Remove all food from the refrigerator, wipe out if necessary
- Wipe out microwave if necessary
- Turn off and clean stove and oven if necessary
- Rinse out sink if necessary
- Turn off faucets securely
- Wipe off picnic tables
- Empty outside trash cans if needed
- Remove balloons/decorations from inside/outside

After all items are checked off, sign, date, and return this form to the clipboard and place on the kitchen counter for collection by the Facilities Coordinator. The facilities coordinator will inspect the facility within 24 hours after the event ends.

If there are any problems/concerns about the condition of the facility report it to the Facilities Coordinator immediately.

I hereby acknowledge that all items are checked off and in satisfactory condition.

Name of Renter - Printed

Renter's Signature

Date

Facilities Coordinator - Lauren Lebo

Date

If the facility passes inspection, your security deposit will be available for return within 10 business days of inspection by the facilities coordinator.

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