

SCHEDULE "B"¹
Facility Inspection Check List²

Location	Area/Items	Beginning (start of event)	End (end of event)
Western Room	Are the windows intact, closed and locked?		YES___NO___
North Wall	Display case, bulletin boards, storage closets		
West Wall	Photographs of Past Masters		
South Wall	Photographs of Past Masters, door to kitchen		
East Wall	Walls, book cases, couch, secretaries office		
Dining Room	Is exit door closed tight? Are the windows, intact, closed and locked Are lights turned off? Do lights work?		YES___NO___ YES___NO___ YES___NO___ YES___NO___
North Wall	Wall & door to lobby. Piano, Organ		
West Wall	Walls, windows, storage lockers		
South Wall	Door to storage locker and cleaning materials		
East Wall	Kitchen counter, podium, microphone, cables on floor		
Kitchen	Is everything cleaned up and put away?		
North Wall			
Stove			
West Wall			
Counter			
Coffee Urns			
Silver Drawers			
South Wall			
Sink			
Dish Washer			
Linen Drawers			

¹ This sheet will be used at time of check in and again at time of check out, to confirm condition of facility

² Ordinate references are based on the arbitrary assumption that the "stage" in the lodge room is in the "East". All references in this list are based on that assumption. Where everything is found to be "OK", initial "OK". Where problems are noted, put down a reference number and provide additional information as necessary on the back of this form.

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 RENTAL USE AGREEMENT CHECK LIST

East Wall			
Refrigerator			
Counters			
Dish Cabinets			
Island			
Sink			
Under sink storage			
Kitchen Toilet			
North Wall			
West Wall			
South Wall			
East Wall			
Lobby	Is exit door closed tight? Are lights turned off? Do lights work?		YES ___ NO ___ YES ___ NO ___ YES ___ NO ___
North Wall			
West Wall			
South Wall			
Display Cabinet			
East Wall			
Rest Room:			
Women	Are windows closed and locked? Were there any problems in the restroom during the event? Flooding? Other?		YES ___ NO ___ YES ___ NO ___ (if yes, please detail on back)
North Wall (Door)			
West Wall			
South Wall			
East Wall (Toilets)			
Women's Sitting Room	Are windows closed and locked? Were there any problems in the restroom during the event? Flooding? Other?		YES ___ NO ___ YES ___ NO ___ (if yes, please detail on back)
North Wall (Couch)			
West Wall (Windows)			

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South Wall (Mirror/Vanity)			
East Wall (Door)			
Men	Are windows closed and locked? Were there any problems in the restroom during the event? Flooding? Other?		YES ___ NO ___ YES ___ NO ___ (if yes, please detail on back)
North Wall			
West Wall (windows)			
South Wall			
East Wall			
Lodge Rooms			
Lodge Room	Inspect Walls, seating, carpets, and microphones. Are folding chairs and tables put away?		
North Wall			
West Wall			
South Wall			
East Wall			
Anti-Room (area where registers are signed)	Is light turned off? Does light work?		YES ___ NO ___ YES ___ NO ___
North Wall			
West Wall			
South Wall			
East Wall			
Hallway			
Vestibule (room with 4 doors – one to hall way, one to lodge room, one to Preparation room, and a double door exit.)	Is exit door closed tight? Is light turned off? Does light work?		YES ___ NO ___ YES ___ NO ___ YES ___ NO ___
Preparation Room	Are windows closed and locked? Are lights turned off? Do lights work?		YES ___ NO ___ YES ___ NO ___ YES ___ NO ___
North Wall			
West Wall			
South Wall			
East Wall			