

SUOMI HALL FACILITY USE POST RENTAL USE ✓ CHECKLIST

244 West Marine Dr. Astoria, Oregon



SUOMI HALL POST RENTAL USE ✓ CHECKLIST

Group Name _____

Contact Name _____

Kitchen:

- _____ Stove/Oven clean?
- _____ Refrigerator clean?
- _____ Dishwasher empty?
- _____ Pots and Pans clean and accounted for?
- _____ Dishes, cups and glassware clean and accounted for?
- _____ Utensils clean and accounted for?
- _____ Silverware clean and accounted for?
- _____ Sink clean?
- _____ Counter clean?
- _____ Other?

Comments:

Floors:

- _____ Clean?
- _____ Undamaged?

Comments:

Additional Comments:

Hall inspected by which member?

Restrooms:

- _____ Clean?
- _____ Undamaged?

Comments

Tables:

- _____ Returned to original location?
- _____ Wiped down and clean?
- _____ Undamaged?
- _____ Correct quantity?

Comments:

Other:

- _____ All trash receptacles empty?
- _____ All trash removed from hall?

Comments:

Date:
