

Jasper County Building Check List

The following list was developed to aid you in your use of the building. Groups and individuals using the building are expected to abide by all rules in the Building Rental Contract. In addition, the enclosed **check list is to be completed by the lessee** and brought to the Extension Office. Building custodian's matching copy check list for said rental will be at the Extension Office by noon the second working day following said rental. Deposit will be returned by mail if no damages occur. If damages occur, Fair Board executive personnel will assess the value for said damages and lessee will be notified within **fifteen** days of said rental.

Note: Light switches for the LARGE END OF THE COMMUNITY BUILDING are located inside furnace room to left of entry door. Lights in THE WEST BUILDING must be turned on at the electric panels located on the east wall of building. HEAT/AIR thermostats are pre-set. On/Off switches are on electric panels on east wall.

Check tasks completed:

- | Before | After | |
|---------------|--------------|--|
| _____ | _____ | 1. ALL cabinets and countertops are to be cleaned. |
| _____ | _____ | 2. Refrigerators and freezers emptied of ALL food and cleaned inside and out. |
| _____ | _____ | 3. Stovetop and oven turned OFF and cleaned, all racks put back in place. |
| _____ | _____ | 4. ALL tables and chairs cleaned and put on appropriate racks. ALL tables stacked with leg side UP. |
| _____ | _____ | 5. All thumbtacks, staples, tape, etc removed from walls, posts, floors and doorframes. |
| _____ | _____ | 6. Restrooms cleaned and doors left OPEN. |
| _____ | _____ | 7. Trash taken to dumpster provided at Northeast corner of parking lot. (NOTE: Community Bldg. small meeting room only....Put new garbage bags in cans) |
| _____ | _____ | 8. Floors swept, wet mopped and squeegee dry. |
| _____ | _____ | 9. All equipment is put away in proper place, i.e. mops, brooms, etc. (Comm. Bldg. in furnace room, West Exhibit Hall in kitchen area) |
| _____ | _____ | 10. All Heat/Air Conditioners shut off. (At electric panels on East Wall) NOTE: Community Bldg. meeting room only thermostat set on HEAT and turned to 60° during winter months. |
| _____ | _____ | 11. NOTE: COMMUNITY BUILDING..... Doors dividing small area and large area "MUST BE CLOSED", |
| _____ | _____ | 12. COMMUNITY BUILDING....Heat/Air in LARGE area must be ON when divider doors are Open. |
| _____ | _____ | 13. No items left on premises. |
| _____ | _____ | 14. Make sure toilets are NOT running. |
| _____ | _____ | 15. Turn off ALL fans and lights. |
| _____ | _____ | 16. Table count/chair count. |
| _____ | _____ | 17. ALL ENTRANCE DOORS LOCKED. (Community Bldg. kitchen, 3 large area and 2 front; West Exhibit Hall 5 doors.) |

Please contact the custodian – 394-2092 – OR 219-863-4382 when you arrive at the fairgrounds so they may meet with you.

Report any breakage or damages. Cost of repairs or replacement will be charged to the renter.

Note: Necessary hot pads, dish cloths, towels, dishes, pots & pans, etc., **are not** provided. Contact building custodian if you have further questions. Name and phone number are below.

I certify that all tasks have been performed:

Renter _____ Date _____

Organization _____

I certify that the above tasks have been performed unless noted below:

Building Custodian _____ Date _____

If there are problems contact custodian Lou Nagel 863-4382. If no answer, Rich Moore 405-7127. Extension Office - 866-5741 or 956-3606, ext. 4961 (8 a.m.-4 p.m. Mon-Fri)