



# YPIC-MLK

## Multipurpose Walk-Through Checklist

Staff Name \_\_\_\_\_

Date \_\_\_\_\_

	NO Damage	Damage	Explain Damage	Staff Initials
<b><u>MULTIPURPOSE ROOM</u></b>				
Floors & Doors				
Walls & Ceiling				
Window				
Trash				
<b><u>KITCHEN</u></b>				
Floors & Doors				
Walls & Ceilings				
Cabinets				
Counters				
Microwave				
Refrigerator				
Trash				
Plumbing				
<b><u>STORAGE ROOM</u></b>				
Chairs				
Tables				
Walls & Ceiling				
Floors & Doors				

<b>BATHROOMS</b>				
Mirrors				
Floors& Doors				
Ceiling & Walls				
Bathroom Stalls				
Plumbing				
<b>OTHER AREAS</b>				
Patio				
Parking Areas				
Trash				

**\*Damages to facility will result in forfeiture of deposit.**

**\*Tables & Chairs must be returned to the stow carts and all garbage (indoor & outdoors) generated by your event must be picked up and put in waste receptacles provided. Failure to comply will result in forfeiture of deposit.**

Check list completed on \_\_\_\_\_ and approved By \_\_\_\_\_

Tenant Signature\_\_\_\_\_ Date\_\_\_\_\_

**\*\*\*\*\*Staff please take pictures of damages/trash\*\*\*\*\***