



City of Dawson
Facility Rental Inspection Checklist

Site: _____

Renter: _____ Date of Final Cleaning: _____

Rental groups should meet with Recreation Staff for a pre-check of the facility. Return of full deposit is dependent on the following checklist being completed.

- You are responsible for the day-to-day maintenance and cleaning during your event.
- All cleaning supplies will be provided to you by the City.
- Please leave used rags in bucket to be washed by the City staff.
- Groups are responsible for re-stocking of toilet paper/paper towels, unless approved prior.

Washrooms - Arena, Minto, Crocus	Precheck	N/A	OK	Not OK	Comments
Floors swept & mopped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restock toilet paper/paper towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disinfect sinks & toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damage-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Arena Kitchen/ Field Concessions	Precheck	N/A	OK	Not OK	Comments
Garbage & Compost emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disinfect all counter tops & sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wipe up spills of fridge/stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sweep & Mop Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dishware, silverware, etc. put away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damage-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Arena – West Foyer & Entrances	Precheck	N/A	OK	Not OK	Comments
Garbage emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tables wiped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors swept & mopped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damage-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Arena – Bleachers & surrounding areas	Precheck	N/A	OK	Not OK	Comments
Damage-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Litter removed					

Greensapces - turf, field & equipment	Precheck	N/A	OK	Not OK	Comments
Litter removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damage-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment/fencing removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Office use: _____	Return deposit: <input type="checkbox"/> yes <input type="checkbox"/> no
Pre-inspection date: _____	Staff initials: _____
Post-inspection date: _____	Staff initials: _____

COD Staff: Provide a copy to user group prior to event. Keep copy for our records.

Notes: