

## Whitehorse High School Auditorium Cleaning / Damage Inspection Checklist

**\*\* This form is completed by the Auditorium Facilitator at the conclusion of your scheduled event. This form will be presented to the WHS Principal to determine amount of Cleaning / Damage deposit refund.**

Date of Event: \_\_\_\_\_ Responsible Person: \_\_\_\_\_

Items Needing Attention	Aud. Facilitator Final Check	Custodian Final Check
<b>Black Curtain Panels to be moved ONLY BY THE AUDITORIUM FACILITATOR.</b>		
<b>Evidence that ALL painting, gluing, stapling, nailing, and preparation of decorations occurred OUT OF THE AUDITORIUM.</b>		
<b>Front Curtain Pulled open at conclusion of event</b>		
<b>Risers</b> <ul style="list-style-type: none"> <li>• Use at your own risk</li> <li>• Return exactly as found</li> </ul>		
<b>Pink Chairs</b> <ul style="list-style-type: none"> <li>• Return exactly as found</li> </ul>		
<b>Tables</b> <ul style="list-style-type: none"> <li>• Wipe table top totally clean</li> <li>• Return exactly as found</li> </ul>		
<b>Auditorium Seating Area</b> <ul style="list-style-type: none"> <li>• Place all trash in large trash cans</li> <li>• Mop floor</li> <li>• Wipe backs of seats</li> <li>• Vacuum all carpets in auditorium, including landings for stage / side entryways</li> </ul>		
<b>Stage / Auditorium Side Entryways</b> <ul style="list-style-type: none"> <li>• Place all trash in trash cans</li> <li>• Mop stairs and landings</li> </ul>		
<b>Stage</b> <ul style="list-style-type: none"> <li>• Place all trash in large trash cans</li> <li>• Sweep the stage and put the dust in large trash cans</li> </ul>		
<b>Stage Restrooms (2)</b> <ul style="list-style-type: none"> <li>• Wipe mirrors</li> <li>• Clean and wipe sinks</li> <li>• Clean toilets</li> <li>• Place trash in large trash cans</li> <li>• Replace trash can liners</li> <li>• Mop floors</li> </ul>		
<b>Dressing Rooms (4)</b> <ul style="list-style-type: none"> <li>• Wipe mirrors</li> <li>• Clean and wipe sinks</li> <li>• Place trash in large trash cans</li> <li>• Replace trash can liners</li> <li>• Mop floors</li> </ul>		
<b>Large Trash Cans</b> <ul style="list-style-type: none"> <li>• Take all trash to the green dumpster east of the school building</li> <li>• Replace trash can liners</li> </ul>		
<b>Store all custodial tools</b>		

Explanation of Cleaning / Damage Deposit Status: