

Redding Veterans Hall Punch List

Kitchen

	<u>Yes</u>	<u>No</u>
Floor clean?		
Counter tops?		
Sinks?		
Dishwasher & sink cleaned?		
Pots & pans?		
Stove and oven clean?		
Trash empty?		

Stage Area

	<u>Yes</u>	<u>No</u>
Floor clean?		
Chairs clean?		
Tables clean?		
Shown temp controls & use?		
Shown lighting controls & use?		
Shown curtain controls & use?		
Shown screen controls & use?		

Custodial Closet

Shown location?		
Mops clean?		
Buckets clean?		

Rear Area behind stage

Floor clean?		
Stairwell in back clean?		

Restroom by Kitchen

Floor clean?		
Toilet clean?		
Stalls & walls clean?		
Mirrors clean?		
Sinks clean?		

ADA Restroom

Floor clean?		
Toilet clean?		
Stalls & walls clean?		
Mirrors clean?		
Sinks clean?		

Main Hall

Floor clean?		
Chairs clean & stacked?		
Tables clean & stacked?		
Mats vacuumed?		

Lobby Area

Floor clean?		
Mats vacuumed?		
Windows clean?		
Water Fountain clean?		

Restrooms at the Entry into Hall

Women's (on the right)

Floor clean?		
Toilet clean?		
Stalls & walls clean?		
Mirrors clean?		
Sinks clean?		

Men's (on the left)

Floor clean?		
Toilet clean?		
Stalls & walls clean?		
Mirrors clean?		
Sinks clean?		

Outside Entrances

Sidewalks swept & clean?		
Flower beds clear of debris?		
Ash tray empty?		
Remove empty outside trash?		

Comments:

Name of Event: _____