

Jasper County Building Checklist 2023

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 checklist for said rental will be at the Extension Office by noon the second working day following said rental. Deposit will be returned by mail within seven working days if no damages occur. If damages occur, Fair Board executive personnel will assess the value for said damages and lessee will be notified within seven days of said rental.

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

Damage is considered anything not returned to its original condition when rental was accepted by renter
Renter is responsible for any subcontractors work that does not comply with the checklist provided

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 door frames. |
| _____ | _____ | 6. Restrooms cleaned and doors left OPEN. |
| _____ | _____ | 7. Trash taken to the 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 the proper place, i.e. mops, brooms, etc. (Comm. Bldg. in furnace room, West Exhibit Hall in kitchen area) |
| _____ | _____ | 10. All Heat shut off. (At electric panels on East Wall) NOTE: Community Bldg. meeting room only thermostat set on HEAT and turned to 60°. |
| _____ | _____ | 11. Heat/Air in LARGE area must be ON when the divider doors are Open. |
| _____ | _____ | 12. NOTE: COMMUNITY BUILDING..... Doors dividing small area and large area "MUST BE CLOSED" at End of Rental. |
| _____ | _____ | 13. No items left on premises. |
| _____ | _____ | 14. Table & Chair Racks must be returned to respective Building (Do NOT leave in breezeway) There should be 5 table racks and 5 tall chair racks per building. |
| _____ | _____ | 15. Make sure toilets are NOT running. |
| _____ | _____ | 16. Turn off ALL lights. |
| _____ | _____ | 17. Table count and chair count. |
| _____ | _____ | 18. ALL ENTRANCE DOORS LOCKED. (Community Bldg. kitchen, 3 large area and 2 front; West Exhibit Hall 5 doors.) |

Please contact the custodian - 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 _____

Building Custodian - Lou Nagel 219-863-4382 if no answer Rich Moore 219-406-7127 Extension Office - 866-5741 or 956-3606, ext. 4961 (8 a.m.-4 p.m. Mon-Fri)