

**VSCA RECREATION COMMUNITY ROOM  
INSPECTION CHECKLIST**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Date of Party: \_\_\_\_\_

<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>FINE</u>
Front entrance doors locked	_____	_____	<u>\$50.00</u>
Main Community Room foyer doors locked	_____	_____	<u>\$10.00</u>
Bathroom doors locked to foyer	_____	_____	<u>\$10.00 ea.</u>
Bathroom doors locked (top dead bolt)	_____	_____	<u>\$10.00 ea.</u>
Main room outer doors locked to pool	_____	_____	<u>\$50.00 ea.</u>
Foyer and foyer floor cleaned	_____	_____	<u>\$25.00</u>
Bathrooms cleaned:			
Counter	_____	_____	<u>\$ 5.00 ea.</u>
Sinks	_____	_____	<u>\$ 5.00 ea.</u>
Toilets	_____	_____	<u>\$ 5.00 ea.</u>
Floors	_____	_____	<u>\$10.00 ea.</u>
Main room and main room floor cleaned	_____	_____	<u>\$25.00</u>
Tables/Chairs not put away	_____	_____	<u>\$25.00</u>
Tape/Decorations/Signs taken down	_____	_____	<u>\$10.00</u>
Use of glitter or smoke machine	_____	_____	<u>\$25.00</u>
Bathroom trash removed	_____	_____	<u>\$ 5.00</u>
Kitchen cleaned:			
Counters	_____	_____	<u>\$ 5.00</u>
Sinks	_____	_____	<u>\$ 5.00</u>
Floor	_____	_____	<u>\$15.00</u>
Refrigerator emptied	_____	_____	<u>\$15.00</u>
All appliances working	_____	_____	<u>\$ *</u>
Thermostats set according to the rules	_____	_____	<u>\$10.00 ea.</u>
Trash placed inside dumpster	_____	_____	<u>\$35.00</u>
Cigarette butts on grounds outside doors	_____	_____	<u>\$25.00</u>

Any damage\* to walls, ceiling, floors or other, please list:

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*Fines will be based upon material and labor necessary to restore back to working condition.

Lost key = \$100.00 fine per key

Revised 10/25/23