

PUBLIC HOUSE RENTAL INSPECTION CHECKLIST

The renter and a Board Member of the Menomonee Falls Historical Society will fill out this form together at the start and end of the event. This will determine if the renter will receive his/her security deposit back.

<u>Area</u>	<u>Condition on Arrival</u>	<u>Condition on Departure</u>
<b>Women's Bathroom</b>		
Floor		
Walls and ceiling		
Counters		
Window & screen		
Sink & plumbing		
Toilet		
Light fixture		
Door, lock & hardware		
Outlets		
Mirror		
<b>Men's Bathroom</b>		
Floor		
Walls and ceiling		
Counters		
Window and screen		
Sink & plumbing		
Toilet		
Light fixture		
Door, lock, & hardware		
Outlets		
Mirror		
<b>Kitchen</b>		
Floor		
Walls & ceiling		
Counters		
Window & screen		
Sink & plumbing		
Light Fixture		
Door, lock, & hardware		
Outlets		
Cabinets		
Refrigerator		
Microwave		
Freezer		

<b>Meeting Room</b>		
Floor		
Walls and ceiling		
Windows and screens		
Window blinds		
Light fixtures		
Door, lock, and hardware		
Outlets		
<b>Miscellaneous</b>		
Smoke detector		
Fire extinguisher		
Heating system		
Air conditioning system		

**AT THE END OF THE EVENT:**

- 1) Garbage should be emptied into outside dumpster.
- 2) Windows and doors should be closed and locked.
- 3) Lights and fans should be turned off.
- 4) Tables and chairs should be returned to their original position.

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I was present at the time of the inspection, and agree with this checklist.

**ARRIVAL**

Renter \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Board Member \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**DEPARTURE**

Renter \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Board Member \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_