

**EXHIBIT A**  
**TUSCOLA COMMUNITY BUILDING USER CHECK LIST**

**NOTE: NO HELIUM BALLOONS ALLOWED**

**KITCHEN CHECK LIST:**

- \_\_\_\_ 1.        \*Kitchen floor swept and scrubbed. Empty mop bucket if used.
- \_\_\_\_ 2.        Dishware and cooking utensils washed, rinsed, sanitized, air-dried and properly stored.
- \_\_\_\_ 3.        Coffee pots washed, rinsed and sanitized.
- \_\_\_\_ 4.        Sinks and counter tops cleaned.
- \_\_\_\_ 5.        Range tops and oven cleaned.
- \_\_\_\_ 6.        Food/beverage spills cleaned from refrigerator interior.
- \_\_\_\_ 7.        Wastebaskets emptied and new bags put in.
- \_\_\_\_ 8.        Ice room should be swept and cleaned if necessary.

**MAIN HALL AND LOBBY CHECK LIST:**

- \_\_\_\_ 1.        \*Sweep floor and scrub if necessary. Empty mop bucket if used.
- \_\_\_\_ 2.        Clean off all the table tops and wipe the chairs off if necessary.
- \_\_\_\_ 3.        Take all the tables and chairs down and put them away.
- \_\_\_\_ 4.        Remove all balloons (non-helium) from the building at the end of the lease.
- \_\_\_\_ 5.        Count and confirm that all 44 tables remain in the building.

**RESTROOM CHECK LIST:**

- \_\_\_\_ 1.        \*Sweep floors and scrub if necessary. Empty mop bucket if used.
- \_\_\_\_ 2.        Empty trashcans and put new bags in. Replenish paper products.
- \_\_\_\_ 3.        Clean bathroom sinks and top of bathroom toilet seats if necessary.

Upon completion of the above items, call the City Patrolman who can be reached at **253-2351** for inspection approval. This approval sheet and the key must be presented to City Hall in order for your deposit to be refunded. We also reserve the right to also inspect the building before the deposit is refunded.

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**\*Floors must be mopped and dried prior to calling the officer to check the building. The officer will not sign off on a checklist until the floor is dry.**