

LEASED LOUNGE INSPECTION FORM

Organization: _____

House Manager: _____ EXT: _____ PO Box: _____ Inspected by: _____
 President _____ EXT: _____ PO Box: _____ Date of Inspection: _____

Rating Scale:
 1=Superior (far exceeds satisfactory condition)
 2=Above Average (very good, but less than perfect condition)
 3=Average (satisfies the most basic, expected conditions)
 4=Below Average (does not fulfill basic, expected conditions)
 5=Unacceptable (poor, negligent, or damaged condition – a fine will be imposed)

1. Entrances –front and rear, including patio, doors, etc.	1	2	3	4	5
2. Floors – including floor tiles, cleanliness	1	2	3	4	5
3. Walls & Ceiling – cleanliness, condition of paint, tiles, grid, etc.	1	2	3	4	5
4. Windows & Screens – all panes, screens, handles, and locks	1	2	3	4	5
5. Bathrooms – Men’s	1	2	3	4	5
Bathrooms – Women’s	1	2	3	4	5
6. Overall Room Condition Storage Areas/Closets – Chapter Room – Living Room – Dance Area – Office Area –	1	2	3	4	5
7. Bar Area / Kitchen Area – Including counters/appliances/stove tops	1	2	3	4	5
8. Fire Safety – Including extinguisher box items, exit signs, electrical items, egress	1	2	3	4	5

Overall Evaluation of Leased Lounge **Total Score:**

Superior 1.00 – 1.499
 Above Average 1.500 – 1.999
 Average 2.000 – 2.499
 Below Average 2.500 – 3.499
 Unacceptable 3.500 – 5.000

A rating of 3.5 or higher will result in a \$100.00 fine.
 Failure to pay the fine within 10 (ten) days after receipt of the situational report will result in the locking of the lounge or other appropriated actions. Please correct any such violations immediately. Continued violations will be referred to the appropriate judicial body for review.
Note: Damage in a given category will automatically result in a score of 5 for that category.

Damages (estimated costs) \$ _____ Fines (see attached situational report) \$ _____

Items to discuss with House Manager:

Items requiring work orders: