

<b>Post Event Checklist for IHBI Facility – Condition of Room</b>		<b>Completed by:</b>	
To be completed by IHBI Research Services, accompanied by User		<b>Date:</b>	<b>Time:</b>
<input type="checkbox"/> Seminar Room <input type="checkbox"/> Atrium Area <input type="checkbox"/> Kitchen (level 4) <input type="checkbox"/> Outside Entry Balcony (level 4) <b>Benchmark – room/area clean, minimal general wear and use</b>			
Chairs – returned to standard layout	YES	NO	If no please comment below
Fold up tables – collapsed and returned to the seminar storage room	YES	NO	If no please comment below
No papers or rubbish left in room	YES <small>If yes please comment below</small>	NO	
Carpet – clean, doesn't require vacuuming or spot vacuuming	YES	NO	If no please comment below
Chairs – clean, no dirty spots requiring cleaning	YES	NO	If no please comment below
<b>IHBI Atrium, level 4</b>			
No remains of catering	YES <small>If yes please comment below</small>	NO	
Tables and chairs returned to its original location	YES	NO	If no please comment below
Tables and chairs are clean	YES	NO	If no please comment below
Atrium kitchen – clean and tidy after event	YES	NO	If no please comment below
<b>Kitchen, level 4</b>			
Kitchen – clean and tidy after event	YES	NO	If no please comment below
Overall Condition of Seminar Room, Atrium and Kitchen (level 4):			
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
Cleaning required? If yes, provide details:      YES                      NO			
<input type="checkbox"/> Photos attached <input type="checkbox"/> Area requiring cleaning indicated on room layout map (including comments)			
Logistics Manager – Cleaning service requested on:			
I approve that the User be charged a penalty fee of \$200 for the IHBI Seminar Room necessary cleaning service required for EVENT on DATE, TIME.			
IHBI Institute Manager signature: _____ Date: _____			
<b>IHBI Finance Only</b>			
Fee charged	\$	to account:	
Date charged			