



# WALK-THROUGH FORM

The PRTWC Representative and Renter shall do a walk-through together both before and at the end the event. The Representative will check off each item that is in working condition and without damage. Any item(s) not in working order or damaged, will be noted. Prior to event, Renter must also review and sign the *PRTWC Contract Confirmation*.

**NOTE:** No cooking is allowed at the event. All kitchenware and utensils must be supplied by the Caterer/Renter.

| PRIOR TO EVENT           |   |
|--------------------------|---|
| BANQUET ROOM             |   |
| <input type="checkbox"/> | Floor is clean and undamaged              |
| <input type="checkbox"/> | Walls are clean and unmarked              |
| <input type="checkbox"/> | Blinds are undamaged and in working order |
| KITCHEN                  |   |
| <input type="checkbox"/> | Tables are clean and clear                |
| <input type="checkbox"/> | Ice Machine has ice and is working        |
| <input type="checkbox"/> | Refrigerators empty and clean             |
| <input type="checkbox"/> | Floor is clean and free of spills         |
| RESTROOMS                |   |
| <input type="checkbox"/> | Floors are clean and in good condition    |
| <input type="checkbox"/> | Sinks are clean and faucets are working   |
| <input type="checkbox"/> | Soap and paper towels are supplied        |
| <input type="checkbox"/> | Stalls have toilet paper                  |
| <input type="checkbox"/> | Toilets are clean and in working order    |
| <input type="checkbox"/> | Urinals are clean and in working order    |

| END OF EVENT             |   |
|--------------------------|---|
| BANQUET ROOM             |   |
| <input type="checkbox"/> | Floor is clean and undamaged              |
| <input type="checkbox"/> | Walls are clean and unmarked              |
| <input type="checkbox"/> | Blinds are undamaged and in working order |
| KITCHEN                  |   |
| <input type="checkbox"/> | Tables are clean and clear                |
| <input type="checkbox"/> | Ice Machine has ice and is working        |
| <input type="checkbox"/> | Refrigerators empty and clean             |
| <input type="checkbox"/> | Floor is clean and free of spills         |
| RESTROOMS                |   |
| <input type="checkbox"/> | Floors are clean and in good condition    |
| <input type="checkbox"/> | Sinks are clean and faucets are working   |
| <input type="checkbox"/> | Soap and paper towels are supplied        |
| <input type="checkbox"/> | Stalls have toilet paper                  |
| <input type="checkbox"/> | Toilets are clean and in working order    |
| <input type="checkbox"/> | Urinals are clean and in working order    |

Record remarks below. Use back of page if additional space is required. **Ensure you record any time period over the contracted hours.**

## PRIOR TO EVENT REMARKS:

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## END OF EVENT REMARKS:

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Renter's PRINTED Name

Renter's PRINTED Name

Renter's Signature

Renter's Signature

PRT Supervisor's Signature

Date

PRT Supervisor's Signature

Date