

SAN JOSE BUDDHIST CHURCH BETSUIN
Facilities Use Inspection Report for
Sixth Street Building

Name of Organization: _____

Person Making Inspection: _____

Date(s) and Time(s) of Inspection: _____

Activity: _____

Room Used (1st or 2nd Floor): _____

<u>BEFORE</u>	<u>AFTER</u>	
_____	_____	FLOOR CLEAN
_____	_____	HVAC (HEATING, VENTILATION, AC) TURNED OFF
_____	_____	LIGHTS TURNED OFF
_____	_____	TRASH REMOVED FROM ROOM/BLDG
_____	_____	CHAIRS AND TABLES IN PLACE
_____	_____	WHITEBOARD CLEAN
_____	_____	ALL EXIT DOORS LOCKED
_____	_____	BATHROOM CLEAN, IF USED (PICKUP ANY PAPER ON FLOOR/TRASH REMOVED)

Comments: _____

Signature of Last Inspector: _____

Telephone Number: (____) _____ E-mail address: _____

*****FOR OFFICE USE ONLY*****

ACTION TAKEN: _____

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Cut on Dotted Lines