



2848 Mno Bmadzewen Drive, Shelbyville, MI 49344 | {p} 269.397.1650 | gunlaketribe-nsn.gov

LUELLA COLLINS COMMUNITY CENTER WALKTHROUGH CHECK SHEET

This check-sheet will be used to evaluate the facilities following a scheduled event.
Any areas of concern will be noted.

Event Lead Contact: _____

Event Date: _____

Area:	Closed Appropriately: (Locked, Cleaned, Shut off)	Areas of Concern:
Kitchen:		
Countertops		
Stove/Oven		
Convection/Oven		
Sinks		
Dishwasher		
Dishes		
Lights		
Trash		
Recyclables		
Floors		
Wastebaskets		
Microwave		
Can Opener		
Serving Cart		
Hand Towels		
Coffee Maker		
Refrigerator/Freezer		
Pots/Pans		
Utensils		

Walls		
Windows		
Multi-Purpose Room:		
Athletic Equipment		
Tables		
Chairs		
Carpeting		
Lights		
Windows		
Walls		
Great Room:		
Fireplace		
Carpeting		
Furniture		
Reception Area		
Lights		
Windows		
Walls		
Lower Level, Meeting Rooms 1 & 2:		
Carpeting		
Lights		
Tables		
Chairs		
Trash		
Walls		
Doors		
Lower Level, Craft Room		
Floors		
Lights		
Tables		

Chairs		
Trash		
Recyclables		
Walls		
Doors		
General:		
All Bathrooms		
Walls		
Doors Locked		
Miscellaneous:		
Elevator		
Building Exterior		
Other:		