



## THE STATION INSPECTION REPORT

**Date:** .....  
**Resident Name:** .....  
**Building:** .....  
**Apartment:** .....  
**Start Time:** .....  
**Finish Time:** .....

Both parties agree The Station has been left clean and tidy and in order with all/any breakages and damages reported.

### Pre-function inspection

**Resident:** ..... **Security officer:** .....  
**Date:** ..... **Date:** .....

### Post-function inspection

**Resident:** ..... **Security officer:** .....  
**Date:** ..... **Date:** .....

### Equipment, tidiness, cleaning and damage inspection

#### Kitchen

Equipment	Pre	Post	Comments if required
Bench Tops			
Cupboards			
Microwave			
Oven			
Refrigerator			
Cook top			
Exhaust			
Dishwasher			

Equipment	Pre	Post	Comments if required
Zip Hot water			
Cutlery (washed & packed away)			
Glassware (washed & packed away)			
Cups			
Saucers			
Milk jugs			
Sugar bowls			
Floors (swept & mopped)			
Garbage (emptied & taken away)			

**Breakages/Damages:**

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**Bathrooms**

Equipment	Pre	Post	Comments if required
Floors (swept & mopped)			
Hand Basins (clean)			

**Breakages/Damages:**

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**Hall**

Equipment	Pre	Post	Comments if required
Chairs (stacked away)			Not Count
Tables (stacked away)			

Equipment	Pre	Post	Comments if required
Whiteboard (stacked away)			
Blinds (drawn & intact)			
Walls (wiped down and no stickies)			
Floors (swept & mopped)			

**Breakages/Damages:**

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**AV System**

Equipment	Pre	Post	Comments if required
Touch screen – All zones off			
Display screen up (If not report to Security)			
Microphones, chargers etc returned in box to Security			
Shelf in AV area (nothing left and wiped clean)			
HDMI, VGA and Audio cables (back on wall hooks)			

**Breakages/Damages:**

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***NB Please note only use ticks ✓ or crosses X in this inspection report.***

Document to be referred to Estate Management after the inspection if there is a problem.