



City of Pittsfield

Building Maintenance Department , 81 Hawthorne Ave., Pittsfield, Ma 01201 Tel. 499-9476 Fax 499-5521 E-Mail efortini@pittsfieldch.com

**Auditorium/Theater
Pre/Post Inspection Checklist**

| | Pre | | Post | |
|---|--------------|---|--------------|---|
| | Date: | | Date: | |
| | (Circle One) | | (Circle One) | |
| Placement and rigging | G | U | G | U |
| Stage Flooring | G | U | G | U |
| Counterweight System | G | U | G | U |
| Wings | G | U | G | U |
| Crossover | G | U | G | U |
| Lighting Board | G | U | G | U |
| Lighting rigging & batten placement | G | U | G | U |
| Overall cleanliness | G | U | G | U |
| Furniture placement | G | U | G | U |
| Parking area | G | U | G | U |
| Received a copy of Terms and Conditions | Yes / No | | | |

G = Good U= Unacceptable

NOTES:

SUGGESTED REMEDIES:

PRE-USE SIGNATURE & DATE

POST-USE SIGNATURE & DATE

School Dept. Representative

School Dept. Representative

Organization Representative
Representative **

Organization

**** Signature does not signify agreement with the findings of the Post-Use Evaluation, merely that the representative accompanied the School Department during the Post-Use inspection and received a copy of the completed report with suggested remedies included if any.**