



CASP Studio Premises Inspection Checklist

In accordance with Section 14.3 of the CASP Studio Lease, the artist upon the expiration of their lease term or moving out is expected to allow City staff to inspect the studio space to verify its good, clean and satisfactory condition before the artist vacates it, returns the keys and is issued their security deposit. While reasonable wear and tear is expected, City staff will evaluate the condition of the premises guided by the following checklist below.

Status:	Criteria:
	The studio space is completely vacated; all personal property is removed from the premises, including any belongings inside cabinets and closets, and adjacent spaces;
	There is no trash in the studio or outside in the hallway;
	The studio door (if previously personalized / decorated) is painted back to its original color;
	The sink is clean and in working order. *City Staff: If there are issues, create a ticket to be reported to Facilities
	All electrical outlets and switches are in intact and powered;
	All light fixtures work;
	Walls don't have any holes or exposed nails or hanging hardware; any holes are puttied and touched up;
	The floors are clean;
	The thermostat is functioning and set to 50F;
	All windows and doors are intact, closed and latched.

Date of inspection: _____

Studio Number: _____

Artist Name: _____

City Staff conducting the inspection: _____