

## LEASE MONITORING CHECKLIST

Park - Hellyer

Facility - Northern California Velodrome Assoc.

Day -

Date -

Time -

#Employees    Apprx.

<b>1</b>	<b>RENT/CONSIDERATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Is rent paid in full? On time? Late fees assessed if warranted?
- b Have rent escalations been paid on time?

<b>2</b>	<b>ANNUAL REPORT/AUDIT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Annual Certified Financial Statement provided? On time?
- b Taxes and assessments paid? On time?

<b>3</b>	<b>INSURANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Insurance levels according to current County basic insurance requirements and the Lease?
- b General and automotive liability insurance?
- c General and automotive bodily injury limit \$1,000,000 per person per occurrence?
- d General and automotive property damage limit \$500,000 per occurrence?
- e General and automotive combined bodily injury and property damage limit \$1,000,000 per occurrence?
- f General Policy each occurrence \$3,000,000 / aggregate \$4,000,000?
- g Fire insurance?
- h Alcoholic beverage insurance?
- l Workers compensation and employer's liability insurance? \$1,000,000 per occurrence?

<b>4</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Are capital improvements on schedule?

- b Are conditions for planning, design, and construction addressed, including Department review and approval of each project plan?
- c Has Lessee secured Parks & Recreation Department written approval of construction plans before starting work?.
- d Have all necessary permits, including environmental, grading, and building been obtained and County supplied with copies before start of construction?
- e Has Lessee provided performance bond, cash, or US Government securities for 100% of project?
- f Written notice of completion received from Lessee's architect or engineer on file?
- g Written notice from Lessee certifying that all costs and expenses have been paid in full, and that there are no unpaid costs and expenses of any nature?
- h Have any mechanic's, laborer's, materialmen's, contractor's, subcontractor's or other liens or charges been filed?
- i If any lien or charge has been filed, has tenant furnished County a bond in that amount?

5	EXTERIOR CONDITIONS/LANDSCAPING	YES	NO	N/A
	a Employees wear uniform shirt that includes operator I.D.?			
	b All parking lots and facility areas swept at least weekly? Daily litter pick-up?			
	c Premises free from litter and trash disposed? Cans emptied? Washed if necessary?			
	d Regularly scheduled landscape and tree maintenance? Mowings frequent enough and at correct height for grass type? Clippings removed? Damaged, diseased, dead wood removed from trees?			
	e Premises free from fire hazard conditions? Weed growth controlled? Weed free condition in area 1-foot wide on inside of base of all fencelines?			
	f Is there a herbicide application program? Does program appear to meet EPA standards? Is applicator licensed?			
	g Are public restrooms cleaned daily?			

- h Are pest problems monitored and, if any, controlled (pigeons, flies, etc.)?
- i Burned out bulbs replaced promptly?
- j Are all fences and gates in good repair? Grasses and weeds trimmed? Locks operable?
- k Are all signs installed, painted, and oriented aesthetically and any unauthorized signs removed?
- l Are all roads and parking in good repair? Is striping easily visible?

<b>6</b>	<b>BUILDINGS AND FACILITIES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Do all buildings and facilities appear to be in compliance with applicable building code, including provisions of Americans with Disabilities Act (ADA)?
- b Are all exterior surfaces in good repair? Paint?
- c Are all interior surfaces in good repair? Paint?
- d Have floors, walls, ceilings, doors, and windows been kept clean?
- e Any evidence of insects (termites, ants, roaches)?
- f Has all equipment been kept clean and in good repair? Preventive maintenance performed?
- g Are stockrooms and storage areas neat, clean, and orderly?

<b>7</b>	<b>FOOD FACILITIES AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Are health cards, permits, and certificates current and displayed?
- b Date of most recent health inspection? Any items outstanding?
- c Is merchandise aesthetically displayed and competitively priced?
- d Are food products neatly stored?
- e Are floors, walls, ceilings, doors, windows clean?
- f Are exhaust hoods and screens free from grease and lint?
- g Are ventilating fans operational? Free of dust and lint?

- h Are windows and doors fitted with tight fitting screens?
- l Is area free from evidence of insects (roaches, ants)?
- j Is all equipment clean?
- k Are shelves and drawers clean?
- l Has entire area been cleaned, including countertops and food preparation area?

<b>8</b>	<b>PUBLIC RESTROOMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Are restroom doors self closing? Properly fitted? Kept clean?
- b Is hot and cold water available?
- c Are hand washing soap, towels, and toilet paper available?
- d Are all fixtures clean, tight, and in good repair, free of odor and leaks?
- e Have all floors and walks been kept clean and dry?
- f Has all graffiti and tagging been removed?
- g Are all cleaning materials neatly stored?

<b>9</b>	<b>RISK MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a All areas free from apparent health or safety hazards? Structures/grounds/fire? If no, explain.
- b Is an operating public telephone available?
- c Do all hazardous wastes and toxic materials appear to be legally disposed of or contained?
- d Are accident reports filed on a timely basis? If no, explain.
- e Are County "Accident Report Forms" adequately stocked? Waivers?
- f Is staff trained in implementing emergency procedures and first aid?
- g Are first aid kits available, adequately stocked, marked, and stored in plain view?
- h Are safety procedures and posted notices pertaining to local 911, fire,

police and local safety authorities displayed?

- l Is staff trained in Cardio Pulmonary Resuscitation (CPR)? Is at least one CPR certified staff member available at all times the facility is open to the general public?
- j Date of most recent Fire Marshal inspection? Any outstanding items?
- k Are fire extinguishers available? Date of most recent inspection? Number of extinguishers?
- l Are fire alarms operational?
- nr Is there a current Emergency Plan and book of procedures properly stored for easy access and in plain view?

<b>10</b>	<b>PERSONNEL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- a Are all personnel courteous, friendly, helpful?
- b Are all personnel clean and neat in appearance?
- c Are personnel easily identified by uniforms, name badges, or in some other manner?
- d Is there a list of personnel, home addresses, and phone numbers available to park staff in the event of an after-hours emergency?
- e Are there any acts of misconduct by personnel? Recurring? Documented in writing?
- f Is there a formal procedure under which the general public may offer compliments, suggestions or file complaints?
- g Have any complaints been filed? If yes, were they satisfactorily resolved?
- h Prevailing wage: Does Lessee meet applicable provisions of section 1774 and 1775 of the Labor Code of the State of California and Department of Industrial Relations of the State of California?
- l Is there any evidence of discrimination for report to the Director, the State Fair Employment Commission, or the Federal Equal Employment Opportunity Commission? Have any acts of discrimination been reported?

<b>11</b>	<b>WATER MANAGEMENT/CONSERVATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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Is there a water conservation/drought plan? If no, explain. Conservation

- a information posted?
- b Is area free from any evidence of water pollution?
- c Are all water fixtures (faucets, toilets, pipes, fountains) operated and maintained in a manner promoting water conservation? If no, explain.

12	<b>GUEST SERVICES</b>	YES	NO	N/A
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- a Are facilities operated and maintained in a manner that ensures a first class, quality, recreational experience for the general public?
- b Are fee schedules and advertising aesthetically display? Copies available to park office?

	<b>SUMMARY</b>	YES	NO	N/A
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Is Park Staff/Lessee interaction positive? If no, explain.

General compliments, suggestions, complaints?

**EXPLANATION AND/OR ACTION - NEXT STEPS/COMMENTS**