

**OFFICE OF JUVENILE JUSTICE  
Picard Educational and Recreational Center  
5197 Highway 115  
Bunkie, Louisiana 71322**

**CONDITION OF PROPERTY AT CHECK-IN / CHECK-OUT**

**Date:** \_\_\_\_\_ **Prepared By:** \_\_\_\_\_

**Cabin Number:** \_\_\_\_\_ **Other Facility:** \_\_\_\_\_

**NOTE:** Closely check the items listed below. Cabins will be checked again prior to the departure of the group. The costs for the repairs or for the replacement of items found by representatives of the Center to be damaged or defaced will be charged to the organization sponsoring the group and a deposit fee may be required in the future.

**Check (✓) if OK.**

**Comment, if not OK.**

\_\_\_\_\_ **Windows (Open and close glass)** \_\_\_\_\_

\_\_\_\_\_ **Lights (Switches ~ fixtures)** \_\_\_\_\_

\_\_\_\_\_ **Doors (No damage ~ operational)** \_\_\_\_\_

\_\_\_\_\_ **Walls (No Writing, marks or holes)** \_\_\_\_\_

\_\_\_\_\_ **Mattresses (Clean ~ not torn)** \_\_\_\_\_

\_\_\_\_\_ **Cleanliness of building** \_\_\_\_\_

\_\_\_\_\_ **Water faucets (Leaking or broken)** \_\_\_\_\_

\_\_\_\_\_ **Toilets (Not chipped ~ operational)** \_\_\_\_\_

\_\_\_\_\_ **Bath Fixtures (Clean ~ operational)** \_\_\_\_\_

\_\_\_\_\_ **Water Fountain (Cooling ~ clean)** \_\_\_\_\_

\_\_\_\_\_ **Air-Conditioner (Serviceable)** \_\_\_\_\_

\_\_\_\_\_ **Other** \_\_\_\_\_

**The condition of the building is as described above**

**Signature of Applicant or Group Representative** \_\_\_\_\_