



## Theater Inspection Checklist

During closures be sure to keep up with theater maintenance through regular, safely scheduled, staff visits. Make sure that essential staff only visit the theater at scheduled times, one at a time, when safe.

- Walk through the process of opening your theater taking all of the steps you would on a normal day including turning lights on and off, checking door locks, and checking alarm systems.
- Keep track of everyone who has building access and who is visiting during closure. Change locks if necessary.
- Walk around the outside of the building and inspect for exterior signs of damage.
- Walk through all rooms to inspect for building and weather damage.
- Flush all toilets and turn sinks on and off.
- Contact your projector service company and develop a plan for projector care. Check your projectors regularly, if possible have one staffer occasionally power them on for a movie.
- Check all utility closets including elevator, water, electrical closets.
- Keep a list of all appliances that have been unplugged during closure including popcorn machines, ice machines, and office equipment. Inspect all devices that are currently powered down.
- Inspect ice machine and soda machine, check for proper drainage and any sign of bacteria growth.
- Clean and sanitize powered-down concessions equipment.
- Check expiration dates on all food and beverages. Arrange to sell or donate concession bundles, or inquire about selling them back to the vendor.
- Check your concession stand, inspect everywhere food and beverages are stored to check for leaks, packaging damage, and rodents or insects.

*Authored in collaboration with Amherst Cinema and Denver Film 4-24-20.*