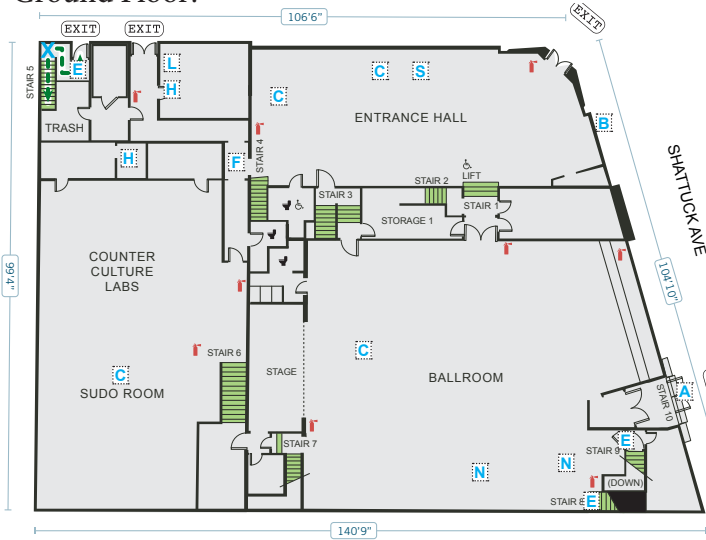


Ground Floor:



PRIOR TO INSURANCE INSPECTION: See Note areas in-situ on maps at left.

A. FRONTAGE: Sweep + hose down frontage especially ballroom steps; remove all: chairs, bottles/cans, food, trash, trash bins, and any stored items. Inspect trees for needles & trash, remove if found. Paint over any graffiti. Ensure no one sitting on ballroom steps or gathering near there prior to insurance inspection. They often conduct a drive-by beforehand, so ideally this should be in effect min 24h prior.

B. SIDEWALK SHED: Remove any exterior extension cord. During inspection, ensure a volunteer is parked in a chair within shed. Ensure no produce / perishables are present.

C. COMBUSTIBLES:

- cardboard boxes (non-waxed), empty: flatten if needed & move to trash room / dump.
- cardboard boxes (waxed): If re-use is intended, flatten & store in walk-in? Or in basement in a neat horizontal stack. If un-needed, take to trash room / dump.
- paper bags: if un-needed, flatten & move to trash room. If needed, fold / stack into a box.
- Lumber / wood - re-usable (no nails, rips, etc): Place into neat horizontal stacks, preferably either under stage or in basement against a wall. Anything else, take to dump.

D. STORAGE (anywhere you see this note, I saw unboxed stored items, ie a pile):

- Everything stored should be in a plastic toter (PREFERABLE), in a cardboard / wood box, or stored on a shelf.
- Nothing should be in a 'pile', EVEN IF IT IS ON / UNDER A DESK OR SHELF.
- Nothing to be stored to within 2' of ceiling anywhere, even in a closet.

E. 3' WIDE CLEAR PATHS OF TRAVEL THROUGHOUT:

- Nothing left on any stair, nothing left at or within any stair landing area to 3' clear.
- Nothing obstructing any door swing.

F. LIGHTING: Where this note is marked, light appears to be out. Fix / Replace

- Ensure lighting in areas w/o much natural light (hallways, basement) is functional & left 'on' for inspection.

G. EXTENSION CORDS: Ensure there are NO extension cords in use anywhere. They can be left out coiled up, but not left attached to any tools or lights, including in basement.

H. LOCKED ROOMS - PADLOCKED:

- Remove all hasps and padlocks (not just padlocks) where present. All hasps & padlocks must be permanently replaced with conventional door handles that allow unlocking from the inside. All rooms must be unlockable from the inside.

I. LOCKED ROOMS - CONVENTIONAL:

- Ensure all locked rooms are accessible & self-inspected prior to ins. inspection.

J. MECHANICAL ROOM: Nothing to be stored in here; remove any stored items.

K. ELEC. RECEPTACLES - MAINTENANCE: Ensure missing faceplates are replaced.

L. ELEC PANEL - MAIN G.E. & F.P.E. to RT of MAIN: Ensure all breakers here are labeled.

M. ELEC SUBPANELS - ALL: Ensure all breakers are present or have blanks (no 'empties'). Ensure 3' clear in front to floor.

N. BALLROOM - CLOTHING AREA: All bags of clothes to be re-stored into boxes. No stored items stored w/in 2' of underside of mezzanine / balcony.

O. ENTRANCE HALL MEZZ - GIANT BEANBAG THING: Remove / to dump. fire hazard

P. CROW'S NEST room (near STAIR 7): The piles in this room need to be placed into toters. - Desk, floor, loft, & stage balcony. Old food, empties, et al thrown out.

Q. ALL SOLVENTS, PAINTS, CLEANING PRODUCTS, ACCELERANTS CENTRALIZED AND STORED OUT OF SIGHT (FLAMMABLE LIQUIDS), preferably into a hazmat cabinet.

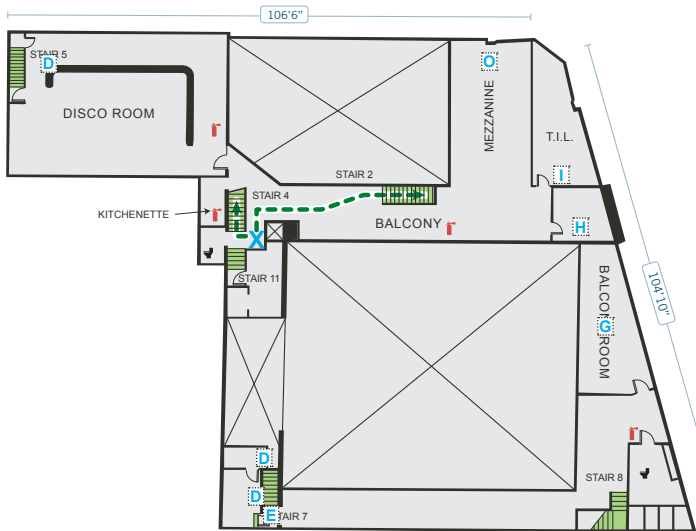
S. ENTRANCE HALL: This is the 'first impression'. I would remove all 'temporary' stored items such as lumber, cardboard, etc & take un-needed furniture + scrap metal to dump.

T. BEDDING / BOOZE: Needless to say, If by any chance sleeping bags, pillows, blankets, mattresses, or empty booze bottles are found, these must be moved permanently off-site

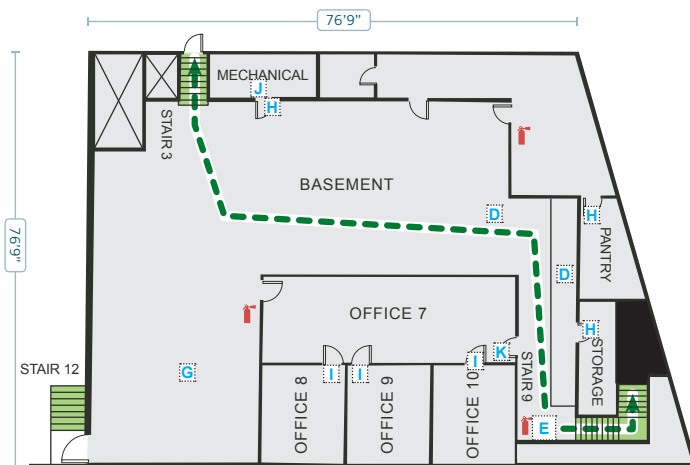
MISC. NOTES FOR DAY-OF INSPECTION, IN ADDITION TO THE ABOVE:

- Avoid using Stair 12.
- All doors along path of travel tour through building should be propped open, including front corner door to entrance hall (requires excessive force to open).
- Ensure ventilating fan to basement is ON during inspection.
- Ensure all artificial lighting in areas without good natural light (hallways, basement) are ON prior to inspection.
- Ensure sidewalk shed is staffed (person in chair reading book) + no extension cord or unrefrigerated produce.
- Ensure your route through the building has min. 3' clear throughout.
- I would suggest a representative from CCL be present / on-hand in CCL during inspection.

2nd Floor:



Basement:



The biggest areas of concern are probably:

1. Outside of omni, Ballroom steps must be clear of all chairs / furniture, booze, refuse, trash cans, and stoop-sitters.
2. Inside of omni, stored items that are unboxed (in piles) must be placed into plastic toters, put neatly on a shelf, or moved off-site.