

	Yes	No
3. Does the dollar amount on the quick close match the dollar amount in cash register? (Park Office, Utilities, Actions, Quick Close, Run)	___	___
4. Is the safe and cash register secured?	___	___
5. Is the annual pass book and permit book secured in safe?	___	___
6. Are the park attendants wearing the required uniform and nametags?	___	___
7. Are future reservations being posted 5 days in advance?	___	___
8. Are all forms being filled out correctly? (Law Enforcement, Telephone, Visitor, etc.)	___	___
9. Is the gatehouse office, computer, bathroom etc. clean?	___	___
10. Are the sites, grills, fire rings, tables, bathhouses, dump stations, Bulletin boards, etc. cleaned? (Caretakers Only)	___	___
11. Are there any unauthorized signs posted in the windows?	___	___

Additional Comments:

Audit Conducted By: _____

Date: _____