

Surf Park Operational Checklist

Operational Documents Resource for Underwriting

Client Name: _____ Prepared By: _____ Date: _____

CORPORATE & LEGAL STRUCTURE

- Articles of Incorporation
- Organizational Chart

Notes:

FINANCIAL & OPERATIONAL STABILITY

- Financial Statements (Pro-Formas)
- Payroll Summaries by Job Type
- Vendor Management Summary

Notes:

SAFETY, RISK MANAGEMENT & TRAINING

- | | |
|--|--|
| <input type="checkbox"/> Safety Manual | <input type="checkbox"/> Diagram of Facility |
| <input type="checkbox"/> Training Logs (sample) | <input type="checkbox"/> Project Overview Pitch Deck |
| <input type="checkbox"/> Maintenance Records (sample) | <input type="checkbox"/> Resumes of Key Staff |
| <input type="checkbox"/> Lifeguard Training Process and Procedures | <input type="checkbox"/> Water Quality Management Procedures |

Notes:

HR & EMPLOYEE MANAGEMENT

- Employee Handbook
- Return-to-Work Policy
- Screening Procedures (including backgrounds checks)

Notes:

CONTRACTS, WAIVERS & LEGAL PROTECTIONS

- Waivers & Releases
- Vendor Agreements
- COI Tracking for Vendors
- Lease Agreement
- Funding or Loan Agreement

Notes:

Completed By: _____

Date: _____