

ITEM	TASK	DATE	BY WHOM	CONFIRMED
ACCESS				
KEYS	COLLECT			
KEYS	MARK/SECURE			
ALARM SYSTEM/S	IDENTIFY/OPERATE			
CAR PARKING				
SIGNS TO	ERECT			
MARK OUT AREA	COMPLETE			
RAMPS/BOARDWALKS	INSTALL			
SIGNS TO EVENT	ERECT			
FIRE EQUIPMENT	INSTALL/CHECK			
DIRECTIONAL SIGNS				
SIGNS	CHECK		AA/RAC/LA	
CLEAN/CORRECT	CHECK			
ELECTRICITY	SEE 6.2.1			
MAINS ONSITE ELECTRICS	CHECK		ELECTRICIAN	
GENERATORS	INSTALL		ELECTRICIAN	
SAFETY	CHECK		ELECTRICIAN	
CALOR GAS				
REQUIRED	CHECK			
STORAGE	CHECK		SUPPLIER	
INSTALLATION	CHECK		SUPPLIER	
SAFETY	CHECK		SUPPLIER	
WATER	SEE 6.2.1			
MAINS	CHECK			
MOBILE SUPPLY	CHECK			
FIRE EQUIPMENT	SEE 6.2.1			
ADEQUATE/APPROPRIATE	CHECK		FIRE OFFICER	
CORRECT LOCATION OF	CHECK		FIRE OFFICER	
CORRECT CERTIFICATE	CHECK		FIRE OFFICER	
LIGHTING	SEE 6.2.1			
INFRASTRUCTURE	SEE 6.2.1			
SECURITY	SEE 6.2.1			
ENTRANCES/EXITS	ESTABLISH/CHECK			
FIRE EXITS	CHECK		FIRE OFFICER	
SECURE AREAS				
- CASH	ESTABLISH			
- MERCHANDISING	ESTABLISH			
- DRINKS	ESTABLISH			
- VIPS	ESTABLISH			
- BACK STAGE	ESTABLISH			
- RESTRICTED	ESTABLISH			
CASH TRANSPORTATION	ORGANISE/AGREE			