

ITEM	TASK	DATE	BY WHOM	CONFIRMED
<b>ELECTRICITY</b>	CHECK DAILY/ MAINTAIN			
<b>LIGHTING</b>	REGULAR CHECK			
<b>WATER</b>	REGULAR CHECK			
<b>INFRASTRUCTURE</b>	CHECK DAILY/ MAINTENANCE			
<b>MARQUEES/TENTS</b>	SAFETY CHECK			
<b>DÉCOR/THEME LINKED</b>	SAFETY CHECK			
<b>STANDS/STALLS</b>	SAFETY CHECKS			
<b>SOUND SYSTEMS</b>	CHECK/SAFETY			
<b>SANITARY FACILITIES</b>				
TOILETS	KEEP CLEAN			
SOAP/TOWELS/PAPER	RENEW OFTEN			
TOILET ROLLS	REPLENISH			
PORTALOOS	CLEAN/EMPTY			
AS ABOVE	RENEW			
SEWAGE TANKER	ON STANDBY			
WASTE DISPOSAL	LA REMOVAL			
LITTER BINS	EMPTIED/LINER			
<b>FIRST AID EQUIPMENT</b>	KEEP UP STOCK			
<b>FIRE EQUIPMENT</b>	CHECK			
<b>FIREWORKS/BONFIRES</b>	ERECT/DESIGN			
<b>CHILDREN FACILITIES</b>	SAFETY CHECKS			
	TOILETS CLEAN			
<b>EMERGENCY EQUIPMENT</b>	CHECK			
<b>SPECIAL NEEDS</b>	CHECK DAILY			
TOILETS	CLEAN/			
SOAP/TOILET ROLLS/ TOWELS	REPLENISH			
<b>SECURITY</b>	CHECKED DAILY			
<b>ACCOMMODATION</b>	CLEAN/CHECK			
<b>RESERVES</b>	CHECK STOCKS			