

ITEM	TASK	DATE	BY WHOM	CONFIRMED
ELECTRICITY-SHUT OFF	ALL EQUIPMENT			
DISCONNECT-COMPLETE	CLEAR SITE			
LIGHTING	DISCONNECT ALL			
	RETURN/CLEAR			
WATER	SHUT DOWN			
INFRASTRUCTURE	DISMANTLE			
	RETURN			
MARQUEES/TENTS	DISMANTLE			
	RETURN			
DÉCOR/THEME LINKED	REMOVE			
	PACK/RETURN			
STANDS/STALLS	RETURN			
	CLEAR			
SOUND SYSTEMS	DISMANTLED			
	REMOVED			
SANITARY FACILITIES				
TOILETS	CLEANED			
SOAP/TOWELS/PAPER	REMOVE/PACK			
TOILET ROLLS	RETURN			
PORTALOOS	CLEAN/RETURN			
WASTE DISPOSAL	LA REMOVE			
	DISINFECT AREA			
LITTER BINS	EMPTIED/WASH			
	REMOVE			
FIRST AID EQUIPMENT	PACKED/RETURN			
FIRE EQUIPMENT	DISMANTLE			
	RETURN			
FIREWORKS/BONFIRES	SPECIAL RETURN			
CHILDREN FACILITIES	DISMANTLE			
	CLEAN/CLEAR			
EMERGENCY EQUIPMENT	REMOVE/CLEAR			
SPECIAL NEEDS	CLEAR AREA			
TOILETS	CLEAN			
SECURITY	REMOVE			
ACCOMMODATION	CLEAR/CLEAN			
RESERVES	RETURNED			