

ITEM	TASK	DATE	BY WHOM	CONFIRMED
<b>ALL STAFF ISSUES:</b>				
Contracts	In place			
Insurance	In place			
Check lists	Final brief			
List of tasks	Final brief			
Area plans	Final brief			
Mobile Phone	Operating			
Contact Lists	Final Brief			
Communication line	Operating			
Copies of Procedures	Check staff			
Duty Rota/timetables	Updated daily			
<b>STAFF WELFARE</b>				
Facilities	In place/open			
Toilets	Check open			
Lock ups	Check			
Cloakrooms	Check			
Accommodation	Check			
Uniform/Dress	All check tidy			
Catering	Available			
<b>TRAINING TO INCLUDE</b>	Final Briefs			