

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CATERING ENTRANCE	KEEP CLEAR			
CATERING EXIT	KEEP CLEAR			
ELECTRICITY SEE 6.2	REGULAR CHECK			
LIGHTING SEE 6.2	REGULAR CHECK			
WATER SEE 6.2	REGULAR CHECK			
INFRASTRUCTURE SEE 6.2	CHECK SAFETY MAINTENANCE			
MARQUEES/TENTS	SAFETY CHECKS			
DÉCOR/THEME LINKED	SAFETY CHECKS			
FLORAL DISPLAYS	WATERED			
	REARRANGED			
TABLE COVERS	RELAY/WASH			
TABLECLOTHS/NAPKINS	REPLENISH			
STAFF UNIFORMS	KEEP CLEAN			
STANDS/STALLS	SAFETY CHECKS			
SOUND SYSTEMS	CHECK/SAFETY			
SANITARY FACILITIES				
CATERING TOILETS ONLY	KEEP CLEAN			
WASH HAND BASIN	KITCHEN/CLEAN			
SOAP/TOWELS/PAPER	RENEW OFTEN			
TOILET ROLLS	REPLENISH			
PORTALOOS	EMPTY/CLEAN			
WASTE DISPOSAL	LA REMOVAL			
LITTER BINS	EMPTIED/LINER			
EMPTIES/CANS/BOTTLES	LA REMOVAL			
FIRST AID CATERING	KEEP UP STOCK			
FIRE EQUIPMENT-6.6.1	REGULAR CHECK			
TELECOMMUNICATION	CHECK + STAFF			
EMERGENCY EQUIPMENT	CHECK + ALARM			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
SPECIAL FACILITIES	SEE 6.6.1			
	REGULAR CHECK			
SECURITY	CHECK+CCTV			
STORAGE & RESERVES	CHECK/RESTOCK			
REFRIGERATORS	CHECK TEMPS			
COOLERS/ICE MACHINE	CHECK/RESTOCK			
FOOD STOCKS	CHECK/RESTOCK			
BAR STOCKS	CHECK/RESTOCK			
SMALL EQUIPMENT				
CROCKERY/CHINA/GLASS	WASH/CHECK			
DISPOSABLES	CHECK STOCKS			
MENU BOARDS	MENU UPDATE			
CASH TILLS	FLOAT/BANKED			
COMPUTERS	TO DATE STOCKS			
MERCHANDISE STOCKS	CHECK/RESTOCK			
BAR EQUIPMENT	CHECK			
BAR STOCKS	CHECK/RESTOCK			