

| ITEM | TASK | DATE | BY WHOM | CONFIRMED |
|-------------------------------|-----------------------------|------|---------|-----------|
| CATERING ENTRANCE | KEEP CLEAR | | | |
| CATERING EXIT | KEEP CLEAR | | | |
| ELECTRICITY SEE 6.2 | DISCONNECT ALL EQUIPMENT | | | |
| LIGHTING SEE 6.2 | DISCONNECT ALL RETURN/CLEAR | | | |
| WATER SEE 6.2 | SHUT DOWN | | | |
| INFRASTRUCTURE 6.2 | DISMANTLE RETURN | | | |
| MARQUEES/TENTS | DISMANTLE RETURN | | | |
| DÉCOR/THEME LINKED | REMOVE/PACK | | | |
| | LABEL/RETURN | | | |
| FLORAL DISPLAYS | DISMANTLE | | | |
| TABLE COVERS | PACK/LABEL & RETURN | | | |
| TABLECLOTHS/NAPKINS | | | | |
| UNIFORMS | CLEAN/DIRTIES | | | |
| STANDS/STALLS | CLEAR/RETURN | | | |
| SOUND SYSTEMS | DISMANTLED | | | |
| | RETURNED | | | |
| SANITARY FACILITIES | | | | |
| CATERING TOILETS ONLY | CLEANED | | | |
| WASH HAND BASIN | DISCONNECT | | | |
| SOAP/TOWELS/PAPER | PACK/RETURN | | | |
| TOILET ROLLS | PACK/RETURN | | | |
| PORTALOOS | EMPTIED | | | |
| WASTE DISPOSAL | LA REMOVE | | | |
| LITTER BINS | LA/DISINFECT | | | |
| EMPTIES/CANS/BOTTLES | LA REMOVE | | | |
| FIRST AID CATERING | DISMANTLE/RETURN | | | |
| FIRE EQUIPMENT - 6.6.1 | DISMANTLE/RETURN | | | |
| TELECOMMUNICATION | DISCONNECT/RETURN | | | |
| EMERGENCY EQUIPMENT | REMOVE/CLEAR | | | |

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| SPECIAL FACILITIES | CLEAR/RETURN | | | |
| SECURITY | DISMANTLE | | | |
| STORAGE & RESERVES | INVENTORY | | | |
| REFRIGERATORS | CLEAN/CLEAR | | | |
| COOLERS/ICE MACHINE | CLEAN/CLEAR | | | |
| FOOD STOCKS | RETURN/LABEL | | | |
| BAR STOCKS | LIST/RETURN | | | |
| SMALL EQUIPMENT | INVENTORY | | | |
| CROCKERY/CHINA/GLASS | PACK/LABEL/ | | | |
| DISPOSABLES | RETURN | | | |
| MENU BOARDS | CLEAN/RETURN | | | |
| CASH TILLS | CLEAR/RETURN | | | |
| COMPUTERS | CLEAR/RETURN | | | |
| MERCHANDISE STOCKS | LABEL/RETURN | | | |
| BAR EQUIPMENT | RETURN | | | |
| BAR STOCKS | LIST/RETURN | | | |