SHOWS OR SHOPPING CENTRE DISPLAYS CHECK LISTS

Location:_____ Date:_____

Item	Checked Date	Fixed Date
Floor areas condition no broken boards, nails protruding, broken concrete		
Mats carpeting in good condition especially on stair areas		
No water or wet floor areas including kitchen and toilets		
Are walkways clear		
Cords and cables on floor must be taped down		
Steps and stairs in good condition hand rail provided, lighting adequate		
Exterior steps in good condition		
Broken power points		
Bucket and mop available at all times		
Ladders in good condition (Meet workcover specifications - eg No broken steps or uneven legs)		
No milk crates being used (to stand on or hold anything up.)		
Furniture in good condition Display table legs able to be locked in position		
Toilet areas in good condition and tidy		
Kitchen area in good condition and tidy (Where applicable)		
All electrical appliances used in good condition especially hot water urns		
Fire escapes clearly marked and clear		
Car park safe with no uneven ground		
Weight limits being observed (Limits vary from state to state)		
Correct lifting procedure being used (Check with your local health Dept)		
If using water no spills on floors especially at clean up time.		
Lighting in all areas		

Please add additional points if required. This form should be reviewed prior to a show or shopping centre display and again afterwards to add any other points which can be of assistance for future use.

Name: _____

Signature: _____

Date: _____

OPEN GARDENS CHECK LISTS

Location:_____ Date:_____

Item	Checked Date	Fixed Date
Pathways clear and no broken edges etc		
Pavers all in good level condition		
Walkways free of moss		
No garden tools or hoses laying around		
Step edges clearly visible and adequate visibility all times of the day		
Is there a handrail on steps		
Steep slopes manageable		
Wet areas clearly marked or roped off		
No sharp edging protruding from garden beds		
No leaves laying in walking areas		
No low branches on trees		
Swimming pools fenced		
Dams well marked with no walkways close to the edge		
Water features safe for children		
Drive way level no loose gravel, oil spills or grease		

This form should be used to review a garden for potential hazards before allowing public to visit. Clubs are to add points that they may have above those listed. These points are suggested for fine weather if raining a more stringent observation needs to be made before proceeding with an open garden. These points should also be used when a club is visiting or holding their meeting in a garden.

Name: _____

Signature: _____

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