

# Facility inspection form

The facility should be checked prior to the event to ensure that it is in a safe / suitable condition for use, that all equipment to be used is stored correctly, and is available for use.

After the event the facility should be checked again to verify compliance with the conditions of use and to compile a record of the condition of the premises.

## Pre-Event Inspection

Check List	Yes	No	Comments (if required)
Facility Clean			
Utilities available / working			
Equipment stored correctly			
Emergency exit door clear			
Fire Fighting equipment in place			
Safety instructions provided			
Structural damage			
Equipment loss or damage			
Grounds tidy / clean and safe			

**Date Inspected:**     /     /     **Inspected by:**

## Post-Event Inspection

Check List	Yes	No	Comments (if required)
Facility Clean			
Utilities available / working			
Equipment stored correctly			
Emergency exit door clear			
Fire Fighting equipment in place			
Safety instructions provided			
Structural damage			
Equipment loss or damage			
Grounds tidy / clean and safe			

**Date Inspected:**     /     /     **Inspected by:**