

# FACILITY MANAGEMENT CHECKLIST

Risk Control Tasks to be Completed: Facility Management	Yes	No	N/A
<b>General:</b>			
Arrange for annual inspections by qualified individuals or companies to ensure the facility or property is in safe condition			
Carry out regular maintenance to all major and minor components			
If the facility is a park or building, ensure that grounds, access, and vegetation are properly maintained			
Ensure that all current fire codes are met and that all alarms and fire protection equipment are serviced and serviceable			
Ensure that kitchen and bathroom facilities are clean and sanitary and that equipment is safe			
<b>When Holding an Event: Prior to</b>			
Sign an agreement with the owners of the facility where the contract outlines the responsibilities of both parties			
Obtain appropriate licenses for the event taking place			
Ensure all entrances and exits are free of obstructions			
Post signs indoors "Floor Slippery When Wet" if it has been raining outside			
Check all tables and chairs and other loose furnishings within the facility and remove any unsafe or defective items			
<b>During the Event:</b>			
Ensure that all fire exits are clearly marked and unobstructed			
Ensure all electrical wires or devices do not obstruct patrons			
If the event is held in the winter, ensure all entrances and sidewalks are cleared and salted and post signs indoors "floor slippery when wet". Ensure that all water areas are kept as dry as possible by mopping up the wet area			
Should any drink spill on the floor, mop up the liquid immediately to proven anyone from slipping or falling			
Should anyone be acting in an unsafe manner advise the individual to refrain or otherwise leave the premises			
Should the event be held outdoors, ensure the public maintains a safe distance from any potentially dangerous equipment, natural features, or obstacles and post signs to identify any potential dangers			
<b>After the Event:</b>			
When the event is over check all tables, chairs, and equipment to ensure that all is returned in good repair. Identify any equipment that was damaged and complete an incident report form			
<b>Finance Controls:</b>			
Contact insurers as far ahead of time as possible with a calendar of upcoming events involving the facility			
Ensure that a facility maintenance reserve fund is established to ensure that the cost of periodic maintenance and component replacement is dealt with			