

Shawn LaPalm The Co-operators 1-888-712-2667

Inspectors:	Date:		
	(O) Satisfactory		
	(X) Requires Action		
	Location	Condition	Comments
Around the Buildings and Inside			
Is the address sign or number easily visible from the street?			
Are garbage containers emptied on a regular basis?			
Is waste stored in appropriate waste or recycling storage areas?			
Is the property kept clear of litter, combustibles, hazardous materials, broken glass, nails etc.?			
If present, is the security system working properly? Are procedures on how to use it posted?			
Washroom facilities: clean, paper towel, toilet paper, floors kept clean and dry etc			
Kitchen Facilities: clean, inspected			
Fire Extinguishers: checked and meet testing regulations?			
If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available?			
PA System working			

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Parking Lot			
Are appropriate signs posted (e.g., no parking in fire routes, Accessible, ambulance etc.)?			
Are the parking areas free from trip hazards (e.g., no pot holes, cracks, debris, ground hog holes, water, mud etc.)?			
Is the lighting adequate in the area and walkways at night?			
Is the parking lot/grounds kept free of debris?			
In winter, is the parking lot free from ice and snow? Salt or sanded?			
Bleachers			
Are stairs, and landings kept clear and unobstructed?			
In winter, are stairs, stairwells, and landings kept clear from ice and snow?			
Are stairways adequately lit?			
Are stairs, treads, hand rails, and any guards secure and in good condition?			
Has seating been checked, boards replaced, screw or nails, bee nests?			
Checked after moving?			

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Exits / Fire Safety			
Are all emergency exits visible, and kept clear?			
In winter, are exits kept free from ice and snow?			
In winter, is the roof area over the exits free of falling ice and snow hazards?			
Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair?			
In winter, is the access ramp clear of ice and snow, and is there good traction?			
Can the building be easily accessed by the fire department? Are fire lanes accessible and posted?			
Grounds			
Are walkways clear and in good condition? Are there any holes or trip hazards on grounds where /public volunteers may walk?			
In winter, are ice and snow cleared promptly from walkways?			
Is security lighting functioning properly?			
Are exit routes (from the grounds) well marked, and kept clear and unobstructed?			
Is fencing in good condition?			
Have tree's been checked for broken branches or dead limbs?			

Any noticeable signs of animals or insects?			
PA System			
	(O)Satisfactory (X) Requires Action		
	Location	Condition	Comments
Are grounds level after Midway move in or 3rd party events? (derby, truck pulls etc)			
Hydro wires in good condition, electrical boxes locked etc?			
Volunteer Safety			
List of Volunteers on hand and emergency contacts?			
Emergency Management			
Emergency Plan reviewed with Police, Fire and Ambulance?			
Security Company roles and responsibilities addressed?			
Emergency Plan reviewed with Volunteers?			
Lost Child Procedures reviewed?			
First Aid facilities or operations checked?			
Incident Reports			
Mobile Radios in good working order?			
Animal Loading Areas/Safety			
If required, are pedestrian walkways clearly marked around these area's?			
Are vehicles and/or loads secured from accidental movement?			
Is the area kept free of obstructions or debris?			
Stalls, tie ups, fencing, water lines in good condition?			
Volunteers in place to monitor events and animal safety?			

Permits:	YES	NO	Comments
Health Board			
ESA			
TSSA			
Liquor Board			
FD			
Municipal			
Certificates:			
Food Vendors			
Vendors			
Midway			
3rd party events: derby, pulls etc			