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: _____