

Maroondah City Council Community Facilities Induction Checklist

Hirer Name:
Organisation:
Booking Manager:

<input type="checkbox"/> Wash & Toilet facilities
<input type="checkbox"/> Location of emergency exits & fire extinguishers
<input type="checkbox"/> Location of evacuation plan/s
<input type="checkbox"/> Role & responsibility of hall hirer in evacuation
<input type="checkbox"/> Evacuation Assembly Points
<input type="checkbox"/> Incident Reporting procedures
<input type="checkbox"/> Hall hirer responsibilities, safe use and storage of cleaning equipment
<input type="checkbox"/> Facility security procedures
<input type="checkbox"/> Waste management responsibilities
<input type="checkbox"/> Emergency contacts <ul style="list-style-type: none"> - Emergency Ambulance, Police, Fire - Urgent facility issues
<input type="checkbox"/> Key/card register form & implications of loss
<input type="checkbox"/> Use of heating /cooling /equipment
<input type="checkbox"/> Location & safe use and storage of tables / chairs
<input type="checkbox"/> Decorating Guidelines
<input type="checkbox"/> Restricted Areas
<input type="checkbox"/> Provided Copy of Information Sheet for Hall Hirers

Conducted by (name) _____ (sign) _____ Date: / /

Hirers signature: _____ Date: / /