

Below are some areas and items to check prior to signing a lease agreement or upon entering a facility for an event. If any area or specific item is not adequate make sure that it is discussed during leasing negotiations and that corrections are made prior to signing a contact/lease agreement. If any unsafe condition exists, do not attempt to correct, contact the facility owner/manager immediately.

PRE-EVENT & FACILITY WALK THROUGH CHECK SHEET

OUTSIDE:

1. Does the parking lot surface and/or drop off area appear adequate, well lit, (if your activity will be held after dark) and free of any dark areas and pot holes Yes No

INSIDE:

2. Are there any obvious trip and fall hazards? (i.e. torn carpet, wet floor in restrooms or elsewhere in the facility, poor lighting, non highlighted steps) Yes No

3. Are all exits clear and well marked with lighted signs? Yes No

4. Are the signs in working order? Yes No

5. Are all required exit doors unlocked? Yes No

6. Do all fire extinguishers have visible signage and current inspection tags? Yes No

7. What is the visible general condition of any bleachers that may be used during your event? Good Fair Poor

8. Are the areas that your organization may require access to open, including first aid areas? Yes No

9. Are areas that your organization will not require access to locked or otherwise secure? Yes No

10. Are dressing rooms, if required, clean, well lit, and secure? Yes No

11. Are the first aid rooms available, clean and stocked? Yes No

12. Have local emergency medical services been notified? Yes No
What is the anticipated emergency vehicle response time to the facility? _____ Minutes

13. Is the PA system in good working order? Yes No

14. Are emergency lights in working order? Yes No
Has an emergency plan been implemented and discussed with all staff and volunteers? Yes No
Are signs posted? Yes No

16. Have arrangements been made about how to close the facility and who is responsible for this being established? Yes No
Have tear-down arrangements been made? Yes No

17. What is the general condition of any facility supplied protection equipment? (i.e. padding, helmets, mats, etc.) Good Fair Poor

18. Are restricted area, caution, etc. signs posted and visible? Yes No

19. Has all event set-up equipment been stored and secured properly away? Yes No

20. If temporary changes were made during the set-up of an event (ie: all mats secured to wall, if doors were taken off to bring in equipment have they been properly installed back to working order), were these changes returned back to their proper working and safe condition? Yes No

21. Have waiver and release forms been obtained from all participants? Yes No
Have they been stored and secured properly? Yes No

22. Have all of USA Wrestling's rules and regulations been reviewed and implemented? Yes No

Signature of Coach

Date

Signature of Witness

Date