



Exhibition Grounds Inspection Checklist

Inspector Name: _____

Date of Inspection: _____ Time of Inspection: _____ AM/PM

Weather & General Conditions: _____

Nature of Inspection: Scheduled ___ Non-scheduled ___ Public Feedback ___ Accident/Incident ___

1.0	Entrance, Access Roads, Gate, Parking Lots	Yes	No	N/I	N/A
1.1	Concerns to report to Mainroad Contracting re: condition of Staples Rd.				
1.2	Litter present within or adjacent to entrance, access roads or parking lot				
1.3	Entrance & Front gate – safe, functioning, lock/chain present				
1.4	Entrance fencing – secure, in good condition				
1.5	Access Roads – good condition, free of potholes, well drained, plowed				
1.6	Parking Lot – to grade, free of hazards, pooling, rocks or debris				
1.7	Parking Lot & Access Roads – in need of dust control or material				
1.8	Emergency exit – access road has grass cut, chain and lock in place, gravel approach is in drivable condition				
N/I = Not Inspected N/A = Not Applicable					
Comments & Deficiencies - Reference above section. Include location, action taken and/or action needed:					
Urgency of Action (circle): Extreme High Moderate Low					
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2.0	Signage	Yes	No	N/I	N/A
2.1	Highway and entrance signage in place, visible and in good condition				
2.2	Emergency numbering signage is in place, visible, and in good condition				
2.3	Alternative Emergency Exit signage in place, visible and in good condition				
2.4	No unauthorized signage or advertisements present at the facility				
2.5	All kiosks/information/building signage in place and in good condition (i.e. free of damage, graffiti, stains, structural concerns or fading)				
2.6	All necessary hazard signage is in place, visible and in good condition				
2.7	Any new signage required (describe below)				

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3.0	Buildings & Structures	Yes	No	N/I	N/A
3.1	Wash house – cleaned/disinfected, floor swept and mopped, toilet paper stocked, deodorant blocks stocked, door locks functioning; structure roof, wall and foundation in good condition; hot water tank, electrical and plumbing systems in good condition; free of hazards – inside and out				
3.2	All outhouses - cleaned/disinfected, floor swept, toilet paper stocked, deodorant block stocked, door locks functioning; structure roof and foundation in good condition; free of hazards – inside and out				
3.3	Wash house and/or outhouses – in need of septic pump out				
3.4	Pump house – electrical and plumbing systems in good condition, heated, free of pests/rodents, pumps functioning, cistern locked				
3.5	Picnic Shelter – structure, roof, wall and foundation in good condition, swept, free of hazards				
3.6	Dave Henderson Pavilion – clean and reasonable condition, all doors secure, electrical system in good condition, structure, roof, wall & foundation in good condition, free of hazards – inside and out. Inspect wet bar and stage for any hazards or deficiencies				
3.7	Dave Henderson Pavilion – First aid kit and fire extinguishers present, complete and servicing is up to date				
3.8	Artha Rose Centre – Kitchen – clean, no plumbing leaks, all appliances functioning, range hood extinguisher system has servicing up to date				
3.9	Artha Rose Centre – Bathrooms – clean, no plumbing leaks, all supplies stocked				
3.10	Artha Rose Centre – Building General – windows and doors are locked, blinds drawn, floors are clean, no hazards, electrical, security, heating and ventilation systems functioning. Ambient temperature is appropriate. Stairways and exits are clear of debris, snow/ice				
3.11	Artha Rose Centre - First aid kit and fire extinguishers present, complete and servicing is up to date				
3.12	Artha Rose Centre – landline phone working				
3.13	Propane tank checked for hazards, fuel level is adequate				

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4.0	Rodeo/Exhibition Arena & Structures	Yes	No	N/I	N/A
4.1	Arena –surface - worked, safe, free of rocks & debris				
4.2	Arena – perimeter fencing secure, in good condition and free of hazards				
4.3	Arena – gates are functioning, in good condition and free of hazards				
4.4	Arena – chutes are functioning, in good condition and free of hazards				
4.5	Arena – loading ramp is functioning, in condition and free of hazards				
4.6	Arena – Announcers Booth - structure is secure, steps are safe, door opens/ closes properly, fire extinguisher present, electrical components in order				
4.7	Arena – Grandstands - secure, inspected for deficiencies (i.e. fasteners, broken boards, decay/rot, splinters, etc.)				
4.8	Arena – Grounds – free of all tripping hazards				
4.9	Semi-Permanent Bleachers – secure, inspected for deficiencies (i.e. fasteners, broken boards, decay/rot, splinters, etc.)				
4.10	Licensed Spectator Area – concrete pad in good condition, retaining wall in good condition, barriers in good condition,				
4.11	Holding Pens – cleaned out to a reasonable level				
4.12	Holding Pens – perimeter fencing is secure, free of hazards; gates are functioning well				
4.13	Manure Bunker – equipped with tools, manure level empty or low				
4.14	Stables – cleaned out to a reasonable level				
4.15	Stables – doors function, walls and roof are in good condition, free of decay/rot, structurally safe, secure				
4.16	Water Hydrants – secure, free of leaks; non-potable signage is in place where required				

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5.0	Camping Area	Yes	No	N/I	N/A
5.1	Free of litter, bottles, etc.				
5.2	Fire pits – extinguished and dismantled (not permitted)				
5.3	Access road/trails/camping areas are all free of exposed stumps, holes, roots, other trip hazards				
5.4	Water Hydrants – secure, free of leaks, non-potable signage is in place where required				
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6.0	Site – General	Yes	No	N/I	N/A
6.1	Invasive plants – present/concerns. Note species & treatment req'd below				
6.2	Re-vegetation or reseeding of ground disturbance required at any point				
6.3	Danger trees present and/or assessment required, other veg. mgmt. required				
6.4	Grass at an acceptable level throughout grounds				
6.5	Evidence of recent motorized or non-authorized uses or modifications				
6.6	Projects, tools, equipment or maintenance vehicles left in unsafe location				
6.7	Perimeter & drift fencing - secure, in good condition, gates closed				
6.8	Lost and found items				
6.9	Garbage/recycling receptacles – secure, empty or low, disinfected on inside				
6.10	Water Hydrants – secure, free of leaks, non-potable signage is in place – if required				

6.11	All picnic tables are secure, free of splinters, free of loose or broken boards, free of sharp or protruding fasteners, free of decay/rot, painted/stained and clean				
6.12	General appearance of facility is acceptable or better				
6.13	Alarm system armed upon exit				

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7.0 Miscellaneous

Number of users observed during inspection and/or estimated level of recent use:

Have there been any accident/incident reports since the last inspection?

Wildlife or livestock observed, concerns:

Items (if any) to communicate to Contractor or Staff:

Additional questions, comments, concerns from inspector:

Signed: _____ Date: _____