

Essential Services Checklist

Theatre Attendants, Audio Visual Officers, and nominated Responsible Officers are required to check the following essential services prior to a performance or function held in the facilities of The University of Newcastle.

Date: _____ Function & booking no: _____

Venue: _____

The nominated responsible officer must be in attendance at all times during the event.

Essential Services	Check	Comment
Identified yourself as the contact in the event of an emergency or problem.		
Emergency Contact Numbers Security: 15888 Emergency Services: 0-000		
Emergency Systems: An evacuation scale plan for the building is available, and all exits are clear. All emergency lighting is operational, and all exit signs are lit. Fire doors are clear of obstructions and panic hardware (if fitted) is operational. Position of hydrants and fire mains are known. Hose reels are accessible. Portable extinguishers are in position and have current tags. Smoke vents over stage are operational (if applicable).		
The venue Capacity of the venue is adequate - aisles are clear at all times. Furniture and equipment is not missing or defective.		
Equipment Safety Power leads/extension cords are taped into place. Electrical equipment is in good condition. Tags indicate in-service inspection & testing is current.		

Number of visitors/audience: 1/4 capacity 1/2 capacity 3/4 capacity capacity
(lecture theatres & Great Hall)

Condition of venue after function: good average messy requires extra clean

Attendant Finish Time: _____ Reason for delay: _____

I have assessed the items listed on this checklist and allowed the function to proceed.

Name: _____ Signed: _____ Date: _____

Please return the form to the Facility Hire Coordinator, Facilities Management, the next working day after your function.