Instructions

* Four weeks notice is required for event requests
* The checklist below has been developed to ensure Facilities Management (FM) are aware of all events and the risk they may present to individuals and infrastructure at USC locations.
* This is not an approval process for an event, it is a regulatory component of the approval process. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. If there are areas/questions that do not pertain to the event you are organising – please comment N/A.
* Please note costs for works to repair grounds outside of normal wear and tear as a result of the event may be charged to the requester’s cost code.
* **This checklist is to be filled out in conjunction with the** ***Campus Event and COVID19 Checklists***.
* Please email completed form to: FMeventschecklist@usc.edu.au

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| 1.0 event information |

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| Name of event:  |
| Description of activities: |
| Event date: Time from:  Time to: | Pre-event setup date and time:  |
| Proposed event location: |
| Vehicles & equipment that will be used during setup: |
| Department/oversight (USC Contact): |
| Budget – Provide Cost Code for expenses that may be incurred by FM including setup support and contractor involvement:  |
| Campus: 🞎 USC Sunshine Coast 🞎 USC Fraser Coast 🞎 USC Caboolture 🞎 USC Gympie 🞎 USC South Bank 🞎 USC Moreton Bay |
| Guests: 🞎 Staff 🞎 USC School 🞎 Students 🞎 Off-campus 🞎 School students |
| Expected number of guests: |

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| 2.0 EVENT organiser details |

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| Name:  |
| Telephone:  | Mobile:  |
| Email: | 🞎 Student 🞎 Staff 🞎 Other |
| Event day contact Name: | Mobile: |

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| 3.0 TRAFFIC and parking |

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| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 3.1 Have you allowed for access for emergency vehicles and personnel during set up and throughout the event?☐ Yes ☐ No*You must ensure that emergency access and exits are not obstructed in any way. Ensure that access/egress paths and exits are kept clear: eg do not block exits or exit routes.* |  |  |

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| 3.2 Does your event require a Traffic Management Plan? (This is required if your event will impact traffic on campus (vehicular and/or pedestrian) Please contact FM if unsure.☐ Yes ☐ NoIf yes, your plan should address if parking attendants are required and if you require traffic controllers to direct traffic. *Note: the direction of vehicular traffic requires specifically trained staff, please consult FM.* |  |  |

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| 4.0 SECURITY and event emergency procedures |

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| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 4.1 Appropriate security levels have been arranged with SafeUSC. (Please contact SafeUSC if unsure)☐ Yes ☐ No |  |  |

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| 4.2 Is any activity or part of an activity likely to generate heat, smoke or dust?☐ Yes ☐ No*Heat smoke and dust may activate smoke detectors. If you have not given details you may be charged for Queensland Fire and Rescue Service attendance in the event that your activity/event activates an alarm. Alerting Security of this can prevent accidental activation of alarms.* |  |  |

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| 4.3 Do you intend to serve alcohol at your event?☐ Yes ☐ NoIf yes, provide details on what you are doing to control this. |  |  |

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| 4.4 Are there activities that will use and/or display weapons/simulated weapons? ☐ Yes ☐ NoIf yes, has the Vice Chancellor approved this and have USC Security received proof of this approval?*This is a legal requirement. Any item that is or could be considered a weapon (even if it is only for display) cannot be brought onto campus without the Vice Chancellor’s approval.* |  |  |

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| 5.0 EVENT site and environmental impact |

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| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 5.1 Structures: Please note: Marquees, tents, food vans or other structures are to be erected or sited securely and must not encroach on thoroughfares/ clear paths. Weights are to be used to secure marquees and tent, no pegs are to be inserted into the ground. All light and heavy vehicles are not to drive on the lawns during setup and pack down. Please tick ☐ Agreed*Please provide a proposed site plan for event.* |  |  |

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| 5.2 Additional cleaning/waste services (eg Do you anticipate needing additional bins or bin emptying?).☐ Yes ☐ NoIf you have indicated “yes” have you liaised with FM regarding requirements for waste management during and post event? |  | **NOTE: all sanitiser products to be supplied by the event requestor, a sanitiser guide can be found on the** [**TGA**](https://www.tga.gov.au/hand-sanitisers-information-consumers) **website.**  |

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| 5.3 Are the activities likely to impact the comfort of others (eg noise, smoke, odours, sensitive content)? ☐ Yes ☐ NoIf yes, provide details of how you will minimise the impact on others (eg consider timing and location of your event). |  |  |

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| 5.4 Does your event have the potential to impact flora and fauna (eg introduction of plants and/or animals)?☐ Yes ☐ NoIf yes, please provide details and explain what you will be doing to minimise this. |  |  |

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| 5.5 Have you provided for sufficient drinking water and shade? Consider temperature and activities that you will be running.☐ Yes ☐ No |  |  |

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| 6.0 electrical power / generators |

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| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 6.1 Is access to power required?☐ Yes ☐ NoWhat power access do you need and have you arranged this? |  |  |

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| 6.2 Are you anticipating the use of a generator for additional power supply (you cannot bring a generator on campus unless this has been prearranged through FM).Yes ☐ No |  |  |

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| 7.0 Declaration  |

FM Event Planning Checklist completed by:

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| Signature: | Date: |
| Name: |

Authorised by FM\*

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| Signature: | Date: |
| Name: |
| Position: |

\* Authorisation of the *FM Event Checklist* does not approve the event but will need to be forwarded, along with the *Campus Event Checklist* form for approval by the appropriate authority.

Site Map attached 🞎