

Friends of Edinburgh Park : User Agreement : checklist.

User group:		Date/s:
Number of people on ground/hall including spectators (estimated)		
Number of horses on ground		

Grounds condition, any hazards to the public, users or horses have been identified, risk assessed and made safe for intended use.	As Found Good/ok/poor	As Left Good/ok/poor
Horse Yards, Parking areas		
Main Oval		
Dressage Arenas- raked after use Y/N		
Cross Country jumps and Bush Area		
After use: Rubbish bins left behind hall and not overflowing, any excess Rubbish removed.		
All hay, poo removed from grounds & arenas. No horse poo left against fence lines, Horse yards clean		
Main oval- drag the harrows around. Y/N		
Watering sprinkler irrigation line returned to oval during summer(on Sunday)		

Toilets , showers, male, female	As Found	As Left
After use: Toilets cleaned, hand towel, toilet paper topped up, bins emptied, floors mopped Y/N		

Hall	As Found	As Left
After use: floors swept, mopped, Y/N cleaning equipment returned to cleaning cupboard.		

Kitchen	As Found	As Left
Before and After use, all surfaces wiped, refrigerators, ovens, microwaves, dishwasher cleaned out, floor mopped. Y/N Switch off boiling water & Refrigerators. Note! Freezer is to be left switched on.		

Lockup: check all doors locked, Hall x 3, Old Club Rooms, Scorers hut. Gates. Key lock code spun.

Comments/Suggestions:

Above checklist signed off by (name):	Mobile:
Take photo/or scan of completed checklist and email to edinburghpark@gmail.com	

Current enquiry contact phone details are found at www.edinburghpark.net.au