

# Checklist for assembled structures

ITEM NO.	ITEM TO BE CHECKED	Y, N, N/A
1	All components of the structure are at a safe distance from power lines and other hazards	
2	Anchorage are suitable for the purpose and soil condition and are holding fast	
3	Bracing wires/bars on roof and walls are in place and adequately tensioned	
4	All ropes, including wire ropes, are sound	
5	Fabric is tensioned and not prone to ponding of water and any tears in fabric membrane material have been repaired	
6	Emergency lighting, exit signage are operating correctly, where required	
7	Fire fighting equipment has been provided	
8	Egress routes are signed within the structure and clear of obstruction	
9	Prescribed separation distances between structures for fire safety, are not being used for any purpose that will contribute to the spread of fire	
10	Exposed ropes and stakes adjacent to point(s) of egress and entrances are marked and/or roped off	
11	All locking pins and bolts are in place and secure	
12	All structural supports are sound without cracks or deformation and not overstressed	
13	All floor coverings are evenly laid and there are no tripping points	
14	Any timber framing members or supports are free from splits that are likely to cause failure	
15	Walls are securely pegged and/or secured	
16	Structure has a full complement of side uprights, anchor stakes or ballast, pulley blocks and guy ropes	
17	The main upright(s) is/are independently guyed where appropriate	
18	Suspended weights are evenly distributed and do not overload the structure; no excessive weights suspended from roof beams, ridges etc.	
19	Final all-round visual check to satisfy that the structure is erected in accordance with the approved design documentation; and that the design documentation is available on site	
20	Variations from approved design documentation have been certified by an appropriately qualified person and approved by the appropriate authority	
21	On-site management plan for emergency procedures is in place and check operation of wind speed monitoring instruments if specified	
22	On-site wind monitoring plan in place, incorporating wind action levels and procedures for evacuating the structure if design wind speeds are in danger of being exceeded	
23	Tent/Marquee is certified by a registered professional engineer who is registered under the QLD Professional Engineers Act 2002 QLD	

**NAME**

**ORGANISATION**

**SIGNATURE**

**POSITION**

**DATE**

**EVENT NAME**

\* If your temporary structure is unable to comply with this checklist and the Australian Building Codes Board, you must notify your Special Events Officer immediately.