



EQUIPMENT LOADING & INSTALLATION CHECKLIST

rev. 04/24/2007

EVENT ID#:	_____
EVENT LEAD:	_____

✓	BEFORE LEAVING WAREHOUSE.
	Customer contacted and EVENT SUMMARY sheet reviewed by EVENT LEAD with customer.
	All equipment loaded per EVENT SUMMARY sheet(s).
	Rules signage for EACH RIDE have been inspected and loaded.
	Tie-down straps and anchor leads loaded.
	All extra parts for each item have been checked and are present and in working order.
	All items quality and safety checked before leaving warehouse.
	One additional item loaded to be used as a substitution if any errors made.
	100-ft+ of 10-14 ga cords loaded PER powered item.
	1-in+ diameter stakes loaded for ANY item with user platform above 10-ft high. 5/16-in+ stakes with washer loop retainers loaded for all other items. Minimum staking is 4-corners and all guy leads (no more than 2 leads per stake position). Have all stakes required been loaded?
	Minimum 100-lbs weight to replace any 5/16-in+ stake. Minimum 250-lbs weight to replace any 1-in+ diameter stake. Have all weights/blocks required been loaded?
	All installation tools required (hammers, sledges, hammer drills, break hammers, etc).
	Event summary sheet completed for loading and loading inspection.
	Vehicle safety inspection walk-around completed.
	Vehicle oil check & fill completed.
✓	BEFORE FIRST USE OF EQUIPMENT (ON EVENT SITE).
	Has customer been informed the NO EQUIPMENT may be used until its safety check has been performed by the EVENT LEAD? Also NO EQUIPMENT may be used unless it is monitored by a trained person of at least 16-years of age.
	Install equipment, power AND ANCHORS. Install USE SIGNAGE.
	Train customer's volunteers in safe operation of equipment and in safe evacuation of equipment in case of shutdown or power failure. Train volunteers to aggressively enforce safety rules.
	Complete safety inspections. Review posted signage. Activate each piece of equipment only upon satisfactory review.
	EVENT LEAD to perform walk-around inspections at least once per hour. Any equipment not being properly supervised or properly used is to be SHUT DOWN.

SIGNATURE OF EVENT LEAD: _____

SIGNATURE OF LEAD'S SUPERVISOR _____

DATE: ___/___/_____

DATE: ___/___/_____