

Check List for organising any public function.

Selection of venue in accordance to anticipated gathering or deciding gathering if venue is fixed (based on venue capacity)

- **Pre inspection to access the requirements depending upon the types of functions.**

1. (a) Civil Maintenance

- All nearby roads and footpath should be properly repaired.
- Cleaning of all channels.
- Malba removal from function area as well as nearby.
- Painting of Kerb Stones and railing etc.
- Pot hole repair, if any.
- Fixing of missing manhole covers and gully gratings.

(b) Drinking water facility

- Availability of drinking water and for proper distribution 2(Two) persons for each counter to be deputed.
- Based on gathering water bottles may be arranged. Sufficient stock be ensured.
- Trolleys may also be kept as backup.
- Positioning of water ATM with usable glasses/ tumblers (and collection of used glasses with prompt disposal arrangements).

(c) Toilet facility

- Toilet facility may be seen based on gathering and the duration of usage. If required, additional mobile toilet/urinal blocks may be provided.
- Mobile ladies & Gents toilet shall be provided separately along with washbasins.
- Cleaning of existing/ proposed toilets.
- Water availability in toilets.
- Masking of toilets.
- Arrangement of toilet consumables.
 - a) All hand wash like Detol liquid & Detol soap.
 - b) All WC shall have adequate Toilet rolls & C-Fold Napkins.

- c) Air fresheners in adequate nos. in each toilet block.
- d) Dustbins with black polythene in each toilet block of male & female shall be placed.
- e) Black Polythene Bags shall be replaced immediately as soon as it is filled.
- f) If any WC is overflowed, it shall be locked and sticker of “not in use” will be pasted.
- g) Each toilet will be inspected in every 45 minutes interval and check list will be placed on every toilet.
- h) Adequate water supply tankers will be placed behind water channels for refilling of water in toilets.
- i) Arrangement for sufficient quantity of water in the comfort stations for cleaning.
- j) Arrangement for cleaning/ removing the waste from the Comfort Stations and toilets Vans
- k) Each toilet/ washroom shall be checked by supervisors at regular intervals and details shall be filled in the Performa pasted on toilets/ urinals/ hand wash stations (Performa enclosed.)
 - Special stickers like use me, Not in use, locked,etc.

2. Electric maintenance.

- Uninterrupted electric supply at venue.
- Road lighting.
- General electric maintenance of the building, missing road light fittings/ bulbs.

3. Fire and Security

- Guards deputed for security (gents & ladies).
- Fire arrangements in case of any disasters.

4. Responsibilities may be pre defined and assigned to the respective officials.

- Name of the Officials In-charge and their sub ordinates along with their contact/ Mobile Numbers may be circulated for proper co-ordination

5. Due to security reasons and restricted traffic entry it may be ensure that the material required at site must reach in advance.

- Issue of passes for labour and officers in high Security regions.

6. An inspection by senior officials in one day before to access the preparedness and short coming if any.

7. Cleaning:-

- Team for general cleaning of nearby area and the venue.
- Temporary dustbins for disposal of users waste and persons engaged.
- Post function cleaning of the venue.
- Disposal of garbage.

8. Horticulture:-

- Plantation in the area near by.
- Proper watering of the green area.
- Washing & Pruning of trees, if required.

9. PR Department:-

- Decision of Chief guest.
- List of invitees.
- Invitation Cards.
- Brochure of the function, if required.

10. Guiding staff for General Public and Ladies visitors.