

Maple Ridge Community Event Trailer Check List

Group Name:			Date:		
	Current Inventory #	Post Event Inventory #		Current Inventory #	Post Event Inventory #
<u>Main Equipment:</u>			<u>Tool Box includes:</u>		
Barricades	15		Allen keys - one set	1	
Battery Charger	1		Cords - extension, Yellow	2	
Chairs, Folding, Grey	6		Cords - Rope, poly	1	
Cord Covers, high coverage	2		Grommet sets	2	
Cord Covers, low coverage	2		Hammer - Rubber	1	
Delineator posts & bases	6		Hammers	1	
Dustpan and hand broom	1		Hand sanitizer	1	
Fire extinguisher	1		Laytex Gloves - box	1	
First aid kit	2		Pliers	1	
Flashlights/Glow Baton	20		Pliers - channel lock	1	
Flat tent weights	16		Pliers - vise grip	1	
Safety Vests	15		Power bars	2	
Spot lights	2		Rubber Bands - box	1	
Step Ladder - 8 feet	1		Scissors	3	
Stepstool	1		Screwdriver - Multi-bit	1	
Tables, folding - 6' long, 2' wide	3		Socket set	1	
Tents 10x10	4		Tape - caution	1	
Traffic cones	10		Tape - duct	1	
Wheel lock	1		Tape - flagging	1	
Wool Blanket	3		Utility Knives	2	
	5		WD 40	1	
<u>Signage includes:</u>			Wire cutters	1	
Disabled Parking - metal	2		Wrench - crescent, large	1	
No Parking - orange	10		Wrench - crescent, small	1	
Parking --->	3		Zap straps	1	
Registration	1				
Special Event/Road Closed	1		<u>Sound System:</u>		
Special Parking - white	1		Portable Rocker	1	
Temp No Parking - orange	3				
Volunteers	1		<u>Recycling/Garbage</u>		
Washrooms →	2		Wire bag holders	4	
Sports Only/Lot Full	2		Garbage Tongs	3	
Sport Facility Parking ↑	4		Garbage Bags (under Tool Box)	10	
Festival Parking ↑	10				
Festival Parking →	5		<u>Sandwich Boards:</u>		
Festival Parking/Lot Full	8		General Info/Volunteer	1	
Festival Parking ←	4		Festival in Progress	1	

Staff Name:	Date:
Notes regarding the condition of Equipment Trailer & Equipment post event:	