

# Maple Ridge Community Event Trailer Check List

Group Name:

Date:

		RTN IN correct use check mark or note discrepancy*			RTN IN correct use check mark or note discrepancy*
	OUT (indicate #)			OUT (indicate #)	
<b>Main Equipment:</b>			<b>Tool Box includes:</b>		
Barricades (15)			Allen keys - one set (1)		
Delineator posts (25)			Cords - 3-plug, red (1) - missing		
First aid kit (1)			Cords - extension, Yellow (1)		
Flat tent weights (16)			Cords - Rope, poly		
Folding tables - 6' (4)			Gloves - latex, one box (1)		
Garbage cans (2)			Grommet sets (2)		
Radios - 2 way (6)			Hammer - Rubber (1)		
Safety Vests (15)			Hammers (2)		
Step ladder - 8'			Hand sanitizer		
Tents 10x10 (4)			Pens - ballpoint box		
Traffic cones (22)			Pens - marker (5)		
Wheel lock			Pliers - channel lock (1)		
			Pliers - vise grip (1)		
Dustpan and hand broom (1)			Pliers (1)		
Fire extinguisher (1)			Plug - High voltage, Large (1)		
Flashlights			Power bars (2)		
Glow Baton (6)			Rubber bands		
Spot lights (2)			Scissors (1)		
Stepstool (1)			Screwdriver - Multi-bit (1)		
Wire Bag holders (4)			Socket set		
Wool Blanket (3)			Tape - caution		
			Tape - duct		
<b>PA System includes:</b>			Tape - flagging		
Guitar cord (1)			Utility Knives (2)		
Microphone cord (1)			Velcro tabs		
Microphone stands (3)			WD 40 (1)		
Microphones (2)			Wet wipes - one box		
Music stand (1)			Wire cutters (1)		
Power cord (1)			Wrench - crescent, large (1)		
Speaker cords (2)			Wrench - crescent, small (1)		
Speaker stands (2)			Zap straps		
<b>Signage includes:</b>			<b>Sandwich Boards:</b>		
Disabled Parking - metal (2)			General Info/Volunteer (1)		
No Parking - orange (10)			Festival in Progress (1)		
Parking ---> (3)			Road closed/Slow fest (1)		
Registration (1)					
Special Event/Road Closed (1)			<b>Recycling Station Accessory:</b>		
Special Parking - white (1)			Wire bag holders (4)		
Temp No Parking - orange (3)					
Volunteers (1)					
Washrooms ---> (2)					

**Community Event Trailer Key set comes with the following keys:**

Trailer side door, Disc Lock, Wheel

**NOTES regarding the condition of the Event Trailer and equipment upon return to Parks, Recreation and Culture:**

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