



BUILDING SUPERINTENDENTS SAFETY INSRUCTIONS

- The checkpoints listed are only some of the things to be aware of in your buildings during the fair this year. Your assistance in making the Southwest Washington Fair a safe, enjoyable experience for everyone is vital.
- Falls are the most common fairground accident. Be aware of doorways, curbs, ditches, bumps in the floor, and depressions in sidewalks or floors. If they cannot be fixed, assist in making them visible. The same things that cause falls make it difficult for strollers and wheelchairs. Do your best to make a smooth pathway for everyone.
- Watch for people trying to stand or sit on weak or shaky objects that were not designed or intended to be used as stools, chairs, or ladders.
- Keep all fire extinguishers accessible. Don't block access to any doors or switch panels. Know how to get people out of your building. Be aware and walk through ALL your escape routes.
- **NO SMOKING** in the buildings. Fair participants and even some vendors may forget.
- Use caution that display materials are as fire retardant as possible. Don't allow placement of fire producing displays near flammable items such as thin plywood walls, straw, wood chips, etc.
- If vehicles are to be inside buildings, the gas tank(s) must be empty and batteries disconnected. Propane tanks are to be removed.
- Use caution regarding electrical cords and receptacles. Cords are not to be run through doors and holes in the wall. If cords cross the walking areas, they will have to be covered with a guard or mat to prevent people tripping. Make sure cords used have good ends and all their insulation. All receptacles should have their covers in place.
- Find out where the nearest phone is to you to connect with the Fair Office. Make sure all the people working with you know how to call for help. Report all injuries, illnesses, or security problems to the Fair Office promptly. **360.740.1495**
- Your good common sense is the best safety device. If something doesn't look right, check it out or ask the fairgrounds personnel to check it out.

BE AWARE OF SAFETY FOR YOURSELF AND OTHERS.



PRE-FAIR CHECKLIST

Building: _____

___ Fire Extinguishers:
 Fire Extinguisher Signs _____
 No Smoking Signs _____
 Extinguisher brackets _____

___ Smooth walking surfaces in main areas

___ Lighting fixtures:
 Burned out bulbs _____
 Is present lighting adequate for this year's events? _____

___ Communication
 Phone located at Guest Service Booth starting Friday, August 12th

___ Electrical
 Breaker box cover in place _____
 Outlets in good condition _____
 Items hooked to power in this building have good cords and grounding

___ Special modification for this year's Fair:

Suggestions/Comments:

Superintendent's Signature _____ Date: _____

Please go over this with Fair Manager prior to the Fair. Thank you!