

UK Athletics Track Operators Handbook

Facility:

Date:





The lifespan of track and field facilities depends on regular maintenance. A lack of proper, planned maintenance leads to deterioration and is costly to rectify. It projects a poor image, leads to unsafe facilities and can result in the overspending of annual budgets.

Track owners and operators who are responsible for budgets must make adequate provision for the cost of necessary maintenance including cleaning, renovation and the replacement of worn out equipment.

All athletics facilities should have an appropriate maintenance plan to ensure that maintenance is performed at timely intervals, and clear written records of maintenance procedures, conditions and problems should always be noted.

This handbook has been developed to help track operators to implement their own maintenance plan, and establish appropriate maintenance and replacement budgets.

A handwritten signature in black ink, appearing to read 'Michael Hunt', with a stylized flourish at the end.

Michael Hunt
UKA Facilities Manage

“ Maintenance is not a lot of work all at once, but a series of small steps to keep things moving in the right direction.”

Week 1 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Hammer/Discus	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all netting for any holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the pulleys for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the cage uprights for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check movement, bolt holes and ease of movement of gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the sector and surrounding area for holes or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Track	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure that no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the track to see if any debris needs removing – e.g. Sand, weeds & litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the track clear of any light debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all kerbing is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that the water jump trough is clear of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the judges/timekeeper stands for damage and correct position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Javelin/Shot Put	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Javelin/Shot Put: Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Check Shot Put area(s), javelin runway(s) for debris and remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Sweep javelin runway(s) and Shot circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Re-set or re-mark sector lines and arcs as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Check stopboard to see that it is firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put - Rake and roll the landing area level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Clear drain holes in circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Long and triple jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check runways for debris. Clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check take-off boards for splintering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check sand levels. Water as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that pits are covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dig sand over each week in all pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
check all take-off board adjustment positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep runways and pit surrounds clear of light debris and sand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
High Jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Inspect the take-off fan for debris and surface damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that track kerbing is replaced after all high jump competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cell sections are firmly fixed together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets do not protrude beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Pole Vault	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check the runway and plant box for debris and clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that covers are in place particularly if the facility is not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed(s) both visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cells are firmly fixed together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets are not protruding beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the runners are secure and oiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Week 2 Athletics Facility daily checklist

Name of Facility:

Week Ending:

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Hammer/Discus	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all netting for any holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the pulleys for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the cage uprights for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check movement, bolt holes and ease of movement of gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the sector and surrounding area for holes or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Track	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure that no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the track to see if any debris needs removing – e.g. Sand, weeds & litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the track clear of any light debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all kerbing is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that the water jump trough is clear of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the judges/timekeeper stands for damage and correct position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Javelin/Shot Put	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Javelin/Shot Put: Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Check Shot Put area(s), javelin runway(s) for debris and remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Sweep javelin runway(s) and Shot circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Re-set or re-mark sector lines and arcs as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Check stopboard to see that it is firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put - Rake and roll the landing area level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Clear drain holes in circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

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Week 2 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Long and triple jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check runways for debris. Clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check take-off boards for splintering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check sand levels. Water as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that pits are covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dig sand over each week in all pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
check all take-off board adjustment positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep runways and pit surrounds clear of light debris and sand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Week 2 Athletics Facility daily checklist

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
High Jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Inspect the take-off fan for debris and surface damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that track kerbing is replaced after all high jump competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cell sections are firmly fixed together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets do not protrude beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Pole Vault	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check the runway and plant box for debris and clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that covers are in place particularly if the facility is not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed(s) both visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cells are firmly fixed together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets are not protruding beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the runners are secure and oiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Hammer/Discus	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all netting for any holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the pulleys for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the cage uprights for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check movement, bolt holes and ease of movement of gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the sector and surrounding area for holes or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Track	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure that no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the track to see if any debris needs removing – e.g. Sand, weeds & litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the track clear of any light debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all kerbing is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that the water jump trough is clear of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the judges/timekeeper stands for damage and correct position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Javelin/Shot Put	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Javelin/Shot Put: Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Check Shot Put area(s), javelin runway(s) for debris and remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Sweep javelin runway(s) and Shot circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Re-set or re-mark sector lines and arcs as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Check stopboard to see that it is firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put - Rake and roll the landing area level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Clear drain holes in circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Long and triple jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check runways for debris. Clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check take-off boards for splintering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check sand levels. Water as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that pits are covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dig sand over each week in all pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
check all take-off board adjustment positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep runways and pit surrounds clear of light debris and sand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
High Jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Inspect the take-off fan for debris and surface damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that track kerbing is replaced after all high jump competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cell sections are firmly fixed together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets do not protrude beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 3 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Pole Vault	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check the runway and plant box for debris and clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that covers are in place particularly if the facility is not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed(s) both visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cells are firmly fixed together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets are not protruding beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the runners are secure and oiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 4 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Hammer/Discus	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all netting for any holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the pulleys for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the cage uprights for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check movement, bolt holes and ease of movement of gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the sector and surrounding area for holes or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 4 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Track	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure that no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the track to see if any debris needs removing – e.g. Sand, weeds & litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the track clear of any light debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all kerbing is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that the water jump trough is clear of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the judges/timekeeper stands for damage and correct position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 4 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Javelin/Shot Put	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Javelin/Shot Put: Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Check Shot Put area(s), javelin runway(s) for debris and remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Sweep javelin runway(s) and Shot circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Re-set or re-mark sector lines and arcs as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Check stopboard to see that it is firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put - Rake and roll the landing area level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Clear drain holes in circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 4 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Long and triple jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check runways for debris. Clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check take-off boards for splintering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check sand levels. Water as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that pits are covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dig sand over each week in all pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
check all take-off board adjustment positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep runways and pit surrounds clear of light debris and sand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 4 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
High Jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Inspect the take-off fan for debris and surface damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that track kerbing is replaced after all high jump competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cell sections are firmly fixed together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets do not protrude beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 4 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Pole Vault	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check the runway and plant box for debris and clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that covers are in place particularly if the facility is not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed(s) both visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cells are firmly fixed together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets are not protruding beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the runners are secure and oiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 5 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Hammer/Discus	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all netting for any holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the pulleys for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the cage uprights for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check movement, bolt holes and ease of movement of gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the sector and surrounding area for holes or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 5 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Track	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Ensure that no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the track to see if any debris needs removing – e.g. Sand, weeds & litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep the track clear of any light debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all kerbing is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that the water jump trough is clear of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the judges/timekeeper stands for damage and correct position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 5 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Javelin/Shot Put	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Javelin/Shot Put: Ensure no equipment has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Check Shot Put area(s), javelin runway(s) for debris and remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Sweep javelin runway(s) and Shot circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Javelin/Shot Put: Re-set or re-mark sector lines and arcs as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Check stopboard to see that it is firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put - Rake and roll the landing area level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Clear drain holes in circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 5 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Long and triple jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check runways for debris. Clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check take-off boards for splintering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check sand levels. Water as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that pits are covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dig sand over each week in all pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
check all take-off board adjustment positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep runways and pit surrounds clear of light debris and sand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 5 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
High Jump	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Inspect the take-off fan for debris and surface damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that track kerbing is replaced after all high jump competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cell sections are firmly fixed together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets do not protrude beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Week 5 Athletics Facility daily checklist

Name of Facility:

Week Ending:

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area/piece of equipment presents a safety/maintenance issue please tick the action box, describe the issue in the comments box and add to the monthly maintenance action plan at the end of this section.

Place tick in applicable box	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Pole Vault	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action	Ok	Action
Check the runway and plant box for debris and clean as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that covers are in place particularly if the facility is not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed(s) both visually and physically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the bed for dampness and dry out as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all cells are firmly fixed together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the bed cover and spike mat are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the base pallets are not protruding beyond the bed on any side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the runners are secure and oiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Name:

Signature:

Date:

Athletics Facility monthly checklist

Name of Facility:

Week Ending:

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Place tick in applicable box	Ok	Action
Track surfaces		
Check track surface for loose spots and wear.	<input type="checkbox"/>	<input type="checkbox"/>
Rotate lane usage and communicate to users.	<input type="checkbox"/>	<input type="checkbox"/>
Check for growth of weeds along track circuit, runways, and approaches.	<input type="checkbox"/>	<input type="checkbox"/>

Field Events		
Throws Infield/sector: Cut grass and box/remove clippings.	<input type="checkbox"/>	<input type="checkbox"/>
Throws Infield/sector areas: Check all lines and markings. Re-mark as necessary	<input type="checkbox"/>	<input type="checkbox"/>
Hammer/Discus: Check that circle drain holes are clear.	<input type="checkbox"/>	<input type="checkbox"/>
Javelin: Check sector and runway lines and 8 metre mark.	<input type="checkbox"/>	<input type="checkbox"/>
Shot Put: Check end of sector stop board for damage and rot.	<input type="checkbox"/>	<input type="checkbox"/>
Long/Triple Jump: Grease take-off board adjustment screws and empty all troughs	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
Long/Triple Jump: Check sand and top up to runway levels.	<input type="checkbox"/>	<input type="checkbox"/>
Long/Triple Jump: Re-paint take-off boards.	<input type="checkbox"/>	<input type="checkbox"/>
High Jump: Inspect metal covers for damage.	<input type="checkbox"/>	<input type="checkbox"/>
High Jump: Reposition landing area to minimise take-off wear on fan surface.	<input type="checkbox"/>	<input type="checkbox"/>
Pole Vault: Keep PV box and drainholes clear of water/debris	<input type="checkbox"/>	<input type="checkbox"/>
Pole Vault: Check the covers and replace/repair as required.	<input type="checkbox"/>	<input type="checkbox"/>

Equipment		
General: Ensure storage areas are clean and tidy.	<input type="checkbox"/>	<input type="checkbox"/>
General: Clean all implements from mud etc.	<input type="checkbox"/>	<input type="checkbox"/>
Hurdles: Check toppling weight of all hurdles.	<input type="checkbox"/>	<input type="checkbox"/>
Hurdles: Check all hurdles for damage	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
Long/Triple Jump: Check/repair Plasticine no jump indicator boards and blanking boards	<input type="checkbox"/>	<input type="checkbox"/>
Long/Triple Jump: Check rakes & brushes (2 per pit)	<input type="checkbox"/>	<input type="checkbox"/>
Hammer: check inserts for damage and accurate fit.	<input type="checkbox"/>	<input type="checkbox"/>
Hammer: Check all hammers for damaged wires. .	<input type="checkbox"/>	<input type="checkbox"/>
Steeplechase: Check barriers for splinters/damage.	<input type="checkbox"/>	<input type="checkbox"/>
Track kerbing: Monitor state of kerbing.	<input type="checkbox"/>	<input type="checkbox"/>
High Jump: Check uprights and crossbars for damage.	<input type="checkbox"/>	<input type="checkbox"/>
High Jump: Vault: Check all bars for splintering or damage.	<input type="checkbox"/>	<input type="checkbox"/>
Pole Vault: Check uprights for movement and deterioration.	<input type="checkbox"/>	<input type="checkbox"/>
Pole Vault: Check all bars for splintering or damage.	<input type="checkbox"/>	<input type="checkbox"/>
Pole Vault: Check height droppers for damage.	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Name:

Signature:

Date:

Athletics Facility Monthly Maintenance Action Plan

Name of Facility:

Month/Year

/20

Carry forward any daily/weekly maintenance actions into the section below and check off once actioned using the comments section to note the maintenance/remedial work carried out.

Place tick in applicable box	Actioned
------------------------------	----------

Track surfaces	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Place tick in applicable box	Actioned
------------------------------	----------

Field Events	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Place tick in applicable box	Actioned
------------------------------	----------

Equipment	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Comments:**Name:****Signature:****Date:**

Athletics Facility Annual Checklist

Name of Facility:

Month/Year

/20

The areas below should be checked on an annual basis with any action areas being planned into a programme of maintenance.

Place tick in applicable box	Ok	Action
Planning/budgeting		
Review maintenance budgets	<input type="checkbox"/>	<input type="checkbox"/>
Schedule any replacement/refurb work	<input type="checkbox"/>	<input type="checkbox"/>
Track surfaces		
Pressure wash the track surface, including all runways.	<input type="checkbox"/>	<input type="checkbox"/>
Wash through all drains and pits.	<input type="checkbox"/>	<input type="checkbox"/>
Check fencing around track for damage.	<input type="checkbox"/>	<input type="checkbox"/>
Check all track markings and lines for wear.	<input type="checkbox"/>	<input type="checkbox"/>
Commission a track surface test from a UKA approved Track & Field consultant (every 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Plan professional track clean (if identified in consultant report)	<input type="checkbox"/>	<input type="checkbox"/>
Plan surface repairs/resurfacing/replacement work if identified by consultant track surface report	<input type="checkbox"/>	<input type="checkbox"/>
Drain the steeplechase water jump and insulate the feed pipes and valves with a waterproof material.	<input type="checkbox"/>	<input type="checkbox"/>
Check drains are running clear and clear and clean	<input type="checkbox"/>	<input type="checkbox"/>
Commission regular servicing of cage and netting from a UKA approved supplier/consultant.	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
Check the correct alignment of cage and gates.	<input type="checkbox"/>	<input type="checkbox"/>
Check netting for damage or rot. Repair and overhaul as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Field Events		
Raise the netting off the ground during winter so it is not lying in standing water	<input type="checkbox"/>	<input type="checkbox"/>
Treat and prepare the infield for the following season.	<input type="checkbox"/>	<input type="checkbox"/>
SP Re-paint stopboard, rim, and extension lines.	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the circle and repair the rim and surface where necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Lon/Triple Jump: Replace the take-off boards.	<input type="checkbox"/>	<input type="checkbox"/>
Repair pit covers if required. Top up with sand in all landing areas	<input type="checkbox"/>	<input type="checkbox"/>
High Jump: Turn the cells around and check for any bottoming.	<input type="checkbox"/>	<input type="checkbox"/>
Repair/replace spike mat if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Check and repair any damage to base pallets.	<input type="checkbox"/>	<input type="checkbox"/>
PV - 1. Turn cells around and check for bottoming.	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
Repair/replace spike mat if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Check there is an adequate supply of suitable protective matting to cover any hard areas around the landing area.	<input type="checkbox"/>	<input type="checkbox"/>
Re-paint the vaulting box and datum line.	<input type="checkbox"/>	<input type="checkbox"/>
Commission regular servicing of PV/HJ landing areas from a UKA approved supplier/consultant	<input type="checkbox"/>	<input type="checkbox"/>
Equipment		
Review storage arrangements, accessibility, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Re-paint all steeplechase barrier tops and check for signs of rot. Also check bases for rust.	<input type="checkbox"/>	<input type="checkbox"/>
Check each hurdle for damage and repair as necessary. Spray each height adjustment stem and weight channel with WD40	<input type="checkbox"/>	<input type="checkbox"/>
Check all track & field equipment for loss or damage. and replace/renew as appropriate	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Name:

Signature:

Date:

Athletics Facility Competition Checklist

Name of Facility:

Event:

Date of event:

Place tick in applicable box	Ok	Action
2-3 weeks before the event		
Track measurements, markings and levels		
Verify the facility survey report if Level 3 event or above	<input type="checkbox"/>	<input type="checkbox"/>
Check Track survey to see if track measured with/w'out curb	<input type="checkbox"/>	<input type="checkbox"/>
Verify track curb all around the track	<input type="checkbox"/>	<input type="checkbox"/>
Check all races can be held whilst the curb is in place.	<input type="checkbox"/>	<input type="checkbox"/>
Check track markings and colours	<input type="checkbox"/>	<input type="checkbox"/>
Event programming and facilities		
Confirm with the facility the list of events taking place.	<input type="checkbox"/>	<input type="checkbox"/>
Review any potential safety issues re: layout v timetable	<input type="checkbox"/>	<input type="checkbox"/>
Check if there is a reqt for concurrent pools in events	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the timetable of events.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment		
Age-Groups taking part to determine implement weights	<input type="checkbox"/>	<input type="checkbox"/>
Equipment lists for track and for each field event.	<input type="checkbox"/>	<input type="checkbox"/>
What equipment you need to bring. (E.g. Photo finish, EDM).	<input type="checkbox"/>	<input type="checkbox"/>
Space and available equipment for checking implements.	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
Confirm power supply is available: PA, photofinish etc)	<input type="checkbox"/>	<input type="checkbox"/>
Confirm who will set up events (hurdles/starting blocks etc)	<input type="checkbox"/>	<input type="checkbox"/>
Space for event administration. (officials room, photo finish)	<input type="checkbox"/>	<input type="checkbox"/>
Space and PA equipment for announcers.	<input type="checkbox"/>	<input type="checkbox"/>
Results production: Printing, photocopying and display space	<input type="checkbox"/>	<input type="checkbox"/>
Check location of lap counters, timekeepers & judges stands	<input type="checkbox"/>	<input type="checkbox"/>
Check the location and number of computers for photo finish	<input type="checkbox"/>	<input type="checkbox"/>
Field Events		
Determine who will layout the field & available equipment	<input type="checkbox"/>	<input type="checkbox"/>
Check status and condition of all equipment and bars	<input type="checkbox"/>	<input type="checkbox"/>
Verify circle diameters/depths, runway widths and lengths.	<input type="checkbox"/>	<input type="checkbox"/>
Check that circles and runways are clean, dry & in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Check sector, circles, runways & circulation areas for hazards.	<input type="checkbox"/>	<input type="checkbox"/>
PV/HJ: Check landing areas are secured & in good condition	<input type="checkbox"/>	<input type="checkbox"/>
PV/HJ: Check that uprights are available/not bent or damaged	<input type="checkbox"/>	<input type="checkbox"/>
SP: Check stop board to ensure it is tightly held in the concrete	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
HT/DT: Check concentric ring is properly installed	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Check the cage opening and position of the gates	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Check condition of cage and netting for holes & gap	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Put down any additional horizontal take off boards	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Check boards to see if they need repair or levelling	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Check that sand is even and level with take-off board	<input type="checkbox"/>	<input type="checkbox"/>
General		
Likely number of spectators (Will this require stewards?)	<input type="checkbox"/>	<input type="checkbox"/>
Will any temporary barriers be required?	<input type="checkbox"/>	<input type="checkbox"/>
Access arrangements. (Athletes, officials, spectators.	<input type="checkbox"/>	<input type="checkbox"/>
Any need for allocated seating. (e.g. timekeepers?)	<input type="checkbox"/>	<input type="checkbox"/>
Catering requirements. Spectators, athletes, officials	<input type="checkbox"/>	<input type="checkbox"/>
Parking for competitors, spectators, officials, VIPs	<input type="checkbox"/>	<input type="checkbox"/>
Call room location (if required)	<input type="checkbox"/>	<input type="checkbox"/>
Toilets and changing for athletes. Toilets for spectators.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm venue safety and evacuation procedures.	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Name:

Signature:

Date:

Athletics Facility Competition Checklist

Place tick in applicable box	Ok	Action
On the day of the event		
General		
Arrive at least 90mins before the first scheduled event	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a safety walk round of the facility	<input type="checkbox"/>	<input type="checkbox"/>
Hold a team briefing to discuss any timetable/safety issues	<input type="checkbox"/>	<input type="checkbox"/>
S'Chase: Clean water jump before filling with water	<input type="checkbox"/>	<input type="checkbox"/>
Check sector, circles, runways & circulation areas for hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Check to make sure that you have all required equipment	<input type="checkbox"/>	<input type="checkbox"/>
Use barriers/taping to restrict access to runways/field events	<input type="checkbox"/>	<input type="checkbox"/>
Make sure all equipment is present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Track Events		
Check location of wind gauge for first event	<input type="checkbox"/>	<input type="checkbox"/>
Deploy cones on a track without/missing curb	<input type="checkbox"/>	<input type="checkbox"/>

Name of Facility:

Event:

Date of event:

Place tick in applicable box	Ok	Action
Locate photo finish	<input type="checkbox"/>	<input type="checkbox"/>
Mark 800m break line	<input type="checkbox"/>	<input type="checkbox"/>
Check hurdle heights	<input type="checkbox"/>	<input type="checkbox"/>
Field Events		
Check the sector layout/alignment	<input type="checkbox"/>	<input type="checkbox"/>
Check that circles and runways are clean, dry & in good repair	<input type="checkbox"/>	<input type="checkbox"/>
PV/HJ: Check that uprights are in good condition and set right	<input type="checkbox"/>	<input type="checkbox"/>
PV/HJ: Check the length and sag of crossbars	<input type="checkbox"/>	<input type="checkbox"/>
PV/HJ: Check location & condition of landing areas	<input type="checkbox"/>	<input type="checkbox"/>
SP: Check stop board to ensure it is tightly held in the concrete	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Check concentric ring is properly installed	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Check the cage opening and position of the gates	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Check condition of cage and netting for holes & gap	<input type="checkbox"/>	<input type="checkbox"/>

Place tick in applicable box	Ok	Action
LJ/TJ: Install the long and triple jump boards.	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Check boards to see if they need repair or levelling	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Check that sand is even and level with take-off board	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Loosen sand in the landing areas & moisten	<input type="checkbox"/>	<input type="checkbox"/>
Post Event		
HT/DT: Repair any holes made by throwing implements	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Inspect sprinkler heads for any damage	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Sweep sand back into the landing area	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Replace the covers over landing areas and jumping pits	<input type="checkbox"/>	<input type="checkbox"/>
S'Chase: Drain the water jump	<input type="checkbox"/>	<input type="checkbox"/>
HT/DT: Check throws cage for damage and report if necessary	<input type="checkbox"/>	<input type="checkbox"/>
LJ/TJ: Store competition boards & replace with blanking boards	<input type="checkbox"/>	<input type="checkbox"/>
Remove equipment and hurdles to storage.	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Name:

Signature:

Date:

Athletics Facility Equipment Check List

Name of Facility:

Month/Year

/20

AREA	Local competition	Regional National	Yes/No	Condition (good/poor)
TRACK EQUIPMENT				
Competition Starting Blocks			<input type="checkbox"/>	
Training Starting Blocks			<input type="checkbox"/>	
Spare Hurdle Tops			<input type="checkbox"/>	
Multipurpose trolley			<input type="checkbox"/>	
Starting block trolley			<input type="checkbox"/>	
Relay batons, senior			<input type="checkbox"/>	
Relay batons, junior			<input type="checkbox"/>	
Competition Hurdles			<input type="checkbox"/>	
Training Hurdles			<input type="checkbox"/>	
Hurdle Height Gauge			<input type="checkbox"/>	
Red Flags			<input type="checkbox"/>	
Yellow Flags			<input type="checkbox"/>	
White Flags			<input type="checkbox"/>	
Green Break Line Flags			<input type="checkbox"/>	
10 cm Break Line Cones			<input type="checkbox"/>	
Lane Marker Boxes 1 to 8			<input type="checkbox"/>	
Starters' Rostrum			<input type="checkbox"/>	
Lapboard and bell			<input type="checkbox"/>	
8 Lane Staggered Start System			<input type="checkbox"/>	
Judges' Stands			<input type="checkbox"/>	
Hurdles trolleys			<input type="checkbox"/>	
4m Steeplechase Hurdles			<input type="checkbox"/>	
5m Steeplechase Hurdle			<input type="checkbox"/>	
Winners rostrum			<input type="checkbox"/>	
Digital wind gauges			<input type="checkbox"/>	
30cm Marker Cones			<input type="checkbox"/>	
Starters' Clapperboards			<input type="checkbox"/>	

AREA	Local competition	Regional National	Yes/No	Condition (good/poor)
JUMPS EQUIPMENT				
Horizontal jumps sighting boards			<input type="checkbox"/>	
Plasticine rolls			<input type="checkbox"/>	
Plasticine rollers			<input type="checkbox"/>	
Runway markers			<input type="checkbox"/>	
Board Lifting Hooks			<input type="checkbox"/>	
Spades			<input type="checkbox"/>	
Wooden rakes			<input type="checkbox"/>	
Hard Broom			<input type="checkbox"/>	
Soft Brooms			<input type="checkbox"/>	
Watering cans			<input type="checkbox"/>	
Competition High Jump Stands			<input type="checkbox"/>	
Training High Jump Stands			<input type="checkbox"/>	
Competition High Jump Crossbars			<input type="checkbox"/>	
Training High Jump Crossbars			<input type="checkbox"/>	
Flexibars			<input type="checkbox"/>	
High Jump Landing Area			<input type="checkbox"/>	
High Jump Landing Area Platform			<input type="checkbox"/>	
High Jump Wheel-away Cover			<input type="checkbox"/>	
High Jump Height Measure			<input type="checkbox"/>	
Competition Pole Vault Stands			<input type="checkbox"/>	
Training Pole Vault Stands			<input type="checkbox"/>	
Competition Pole Vault Crossbars			<input type="checkbox"/>	
Training Pole Vault Stands			<input type="checkbox"/>	
Pole Vault Landing Area			<input type="checkbox"/>	
Pole Vault Landing Area Platform			<input type="checkbox"/>	
Pole Vault Wheel-away Cover			<input type="checkbox"/>	
Pole Rack			<input type="checkbox"/>	
Pole Vault Height Measure			<input type="checkbox"/>	
Pole Vault Lifters			<input type="checkbox"/>	

Name:

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Athletics Facility Equipment Check List

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AREA	Local competition	Regional National	Yes/No	Condition (good/poor)
THROWS EQUIPMENT				
7.26kg Training Shot			<input type="checkbox"/>	
6kg Competition Shot			<input type="checkbox"/>	
6kg Training Shot			<input type="checkbox"/>	
5kg Competition Shot			<input type="checkbox"/>	
5kg Training Shot			<input type="checkbox"/>	
4kg Competition Shot			<input type="checkbox"/>	
4kg Training Shot			<input type="checkbox"/>	
3kg Competition Shot			<input type="checkbox"/>	
3kg Training Shot			<input type="checkbox"/>	
2.62 Competition Shot			<input type="checkbox"/>	
2.62 Training Shot			<input type="checkbox"/>	
2kg Competition Discus			<input type="checkbox"/>	
2kg Training Discus			<input type="checkbox"/>	
1.75kg Competition Discus			<input type="checkbox"/>	
1.75kg Training Discus			<input type="checkbox"/>	
1.5kg Competition Discus			<input type="checkbox"/>	
1.5kg Training Discus			<input type="checkbox"/>	
1.25kg Competition Discus			<input type="checkbox"/>	
1.25kg Training Discus			<input type="checkbox"/>	
1kg Competition Discus			<input type="checkbox"/>	
1kg Training Discus			<input type="checkbox"/>	
0.75kg Competition Discus			<input type="checkbox"/>	
0.75kg Training Discus			<input type="checkbox"/>	
Wheel-Away Discus Trolley			<input type="checkbox"/>	
Chalk Bowl			<input type="checkbox"/>	

AREA	Local competition	Regional National	Yes/No	Condition (good/poor)
800g Competition Javelins			<input type="checkbox"/>	
800g Training Javelins			<input type="checkbox"/>	
700g Competition Javelins			<input type="checkbox"/>	
700g Training Javelins			<input type="checkbox"/>	
600g Competition Javelins			<input type="checkbox"/>	
600g Training Javelins			<input type="checkbox"/>	
500g Competition Javelins			<input type="checkbox"/>	
500g Training Javelins			<input type="checkbox"/>	
400g Competition Javelins			<input type="checkbox"/>	
400g Training Javelins			<input type="checkbox"/>	
Wheel-away Javelin Trolley			<input type="checkbox"/>	
Chalk Bowl			<input type="checkbox"/>	
7.26kg Competition Hammers			<input type="checkbox"/>	
7.26 Training Hammers			<input type="checkbox"/>	
6kg Competition Hammers			<input type="checkbox"/>	
6kg Training Hammers			<input type="checkbox"/>	
5kg Competition Hammers			<input type="checkbox"/>	
5kg Training Hammers			<input type="checkbox"/>	
4kg Competition Hammers			<input type="checkbox"/>	
4kg Training Hammers			<input type="checkbox"/>	
3kg Competition Hammers			<input type="checkbox"/>	
3kg Training Hammers			<input type="checkbox"/>	
2kg Hammers			<input type="checkbox"/>	
Wheel-away Hammer Stand			<input type="checkbox"/>	
Spare Hammer Wires			<input type="checkbox"/>	
Spare Hammer Handles			<input type="checkbox"/>	
Chain Hammers			<input type="checkbox"/>	
Hammer Circle Insert			<input type="checkbox"/>	

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Athletics Facility Equipment Check List

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AREA	Local competition	Regional National	Yes/No	Condition (good/poor)
OTHER FIELD EQUIPMENT				
Red Flags			<input type="checkbox"/>	
White Flags			<input type="checkbox"/>	
Yellow Flags			<input type="checkbox"/>	
Pig Tail Stakes or similar			<input type="checkbox"/>	
8mm Polypropylene Rope			<input type="checkbox"/>	
Distance Marker Boxes 30m - 80m			<input type="checkbox"/>	
Distance Marker Boxes 10m to 20m			<input type="checkbox"/>	
Red Sector Line Flags			<input type="checkbox"/>	
Field Event Scoreboards			<input type="checkbox"/>	
Time-elapsed clocks			<input type="checkbox"/>	
MISCELLANEOUS EQUIPMENT				
Multi -markers			<input type="checkbox"/>	
Gym Benches			<input type="checkbox"/>	
Windsocks with stands			<input type="checkbox"/>	
Chalk			<input type="checkbox"/>	
MEASURING EQUIPMENT				
Referee's kit			<input type="checkbox"/>	
Hammer Length Gauge			<input type="checkbox"/>	
Javelin Gauge			<input type="checkbox"/>	
100m Steel Tape			<input type="checkbox"/>	
100m Fibreglass Tapes			<input type="checkbox"/>	
50m Fibreglass Tapes			<input type="checkbox"/>	
30m Fibreglass Tapes			<input type="checkbox"/>	
20m Fibreglass Tapes			<input type="checkbox"/>	

Name:

Signature:

Date:

Athletics Facility Indicative costs

The following tables provide a list of indicative costs associated with athletics facilities. These are guidance figures only and, in the case of construction costs, are heavily dependent upon site conditions. The prices quoted do not include VAT and additional provision should be made for professional services (add 7%) and contingencies (add 10%).

Track surfaces	Initial cost	Retexture	Resurface	Clean	Just Line Mark
Porous					
2 lane 400m track	£263,000	£39,000	£66,000	£3,100	£4,500
6 lane 400m track	£394,000	£57,000	£97,000	£4,700	£6,800
8 lane 400m track	£534,000	£74,000	£129,000	£6,300	£8,500
Synthetic D x1	£191,000	£2,300	£42,000	£2,300	N/A
8 Lane 60m straight	£76,000	£12,000	£20,000	£1,400	£3,500
Long Jump runway	£9,000	£2,000	£4,000	£650	N/A
Sandwich					
2 lane 400m track	£294,000	£58,000	£81,000	£3,100	£4,500
6 lane 400m track	£440,000	£84,500	£119,000	£4,700	£6,800
8 lane 400m track	£597,000	£112,000	£158,000	£6,300	£8,500
Synthetic D x1	£213,000	£36,000	£52,000	£2,300	N/A
8 Lane 60m straight	£85,000	£18,000	£25,000	£1,400	£3,500
Long Jump runway	£10,000	£3,500	£5,500	£650	N/A
Solid					
2 lane 400m track	£327,000	£58,000	£106,000	£3,100	£4,500
6 lane 400m track	490,000	£84,500	£159,000	£4,700	£6,800
8 lane 400m track	£664,000	£112,000	£215,000	£6,300	£8,500
Synthetic D x1	£237,000	£36,000	£77,000	£2,300	N/A
8 Lane 60m straight	£95,000	£18,000	£31,000	£1,400	£3,500
Long Jump runway	£12,500	£3,500	£7,000	£650	N/A
Prefabricated					
2 lane 400m track	£363,000	N/A	£135,000	£3,100	£4,500
6 lane 400m track	£543,000	N/A	£202,000	£4,700	£6,800
8 lane 400m track	£735,000	N/A	£274,000	£6,300	£8,500
Synthetic D x1	£263,000	N/A	£137,000	£3,200	N/A
8 Lane 60m straight	£105,000	N/A	£40,000	£1,400	£3,500
Long Jump runway	£15,000	N/A	£9,000	£650	N/A

"Fixed" equipment	Cost
Track	
Track Cleaning machine	£4,500
Throws	
Combined Cage + netting	£19,000
Discus Cage + netting	£7,000
Replacement netting	£3,000
Concrete Circle installation	£1,000
Portable throws circle	£1,200
Pole Vault	
Pole Vault Uprights	£3,000
Pole Vault Landing beds	£9,500
Pole Vault rain cover	£3,000
Pole Vault Runners	£1,000
Pole Vault Protective metal cover	£12,000
Long/Triple Jump	
Long/Triple Jump pit installation	£10,000
Jumps pits protective metal cover	£5,000
Landing pit sand	£120/tonne
High Jump	
High Jump landing area	£3,000
High Jump uprights	£350
High Jump protective metal cover	£5,000
Floodlighting	
Standard column lighting	£75,000
LED column lighting	£100,000

