



Pre-Start Briefing Checklist Deck Build Plaza Activations

Please complete this form and return **no later than 14 days prior** to the hiring period of the event or build to:

Assets Department (Suncorp Stadium)

Email: assets@suncorpstadium.com.au

CONTACT DETAILS

Name:

Contractor company:

Phone Number:

Email:

**Details of Build
Activation:**

Build / Event Date:

Site Contact Name:

**Site Contact Phone
Number:**

Mandatory Requirements

Site visit to be completed to ensure all detail is in order prior to commencement of build.

Contractor staff inductions complete.

Contractor SWMS are to be provided prior to commencement of work.

Insurances including Public Liability, Workers Compensation and Professional Indemnity if applicable have been provided.

Have you developed and provided the stadium with a TMP on how to manage deliveries and forklift usage either the for the plaza or Ring Road.

All Plaza and Concourse load limits must be adhered to, and the appropriate equipment used. Load limit plan has been received.

Wind Management plan has been received and understood for weight management on Marquees or activations.

Electrical requirements, leads, switchboards, power access, lighting cable covers have been discussed with stadium assets. All electrical equipment must be Test N Tagged prior to arrival on site.

Any kitchen , fridges or cooking equipment must be checked to prevent overloading switchboards.

If decks are being built in the seating bowl, drawings must be submitted and discussed at site visit. If any seating or handrails are to be removed this must be discussed and agreed at the site meeting. Changes to handrail or seating removal may incur a further cost.

Security are to receive the Master Delivery Schedule prior to contractor access or deliveries.

If seating is to be removed to build decks this must be checked to confirm this is correct with Ticketing requirements for the event.

Check with security if any fire service isolations are required.

Decks and bars must be built to avoid glass being knocked onto seats below, these may require safety barriers to be installed. Any trip hazards from handrail or seat removal must be rectified.

All decks must be flush with the concourse.

ADDITIONAL DISCUSSION REQUIREMENTS

Stadium Permit requirements have been explained, Roof, Gantry, Fire isolation, Working at Heights, Cold Work, confined Space.

Smoke detector/ Sprinkler valve isolations.

Contractor parking

Stadium has the right to conduct work Task Monitoring

Please tick the box to indicate that you have read and understood the checklist and provided the documentation requested.

Contractor Agreement

1. Carry out all work safely and coordinate with other persons to ensure there is no risk to the work, health safety of any person and the environment.
2. Meet and obtain Stadium sign off 24 hrs prior to the event date.
3. Ensure all services are treated as live unless they are positively and individually identified as isolated or deenergised by a competent & licensed person, only competent and licensed persons are permitted to carry out works associated with Live services. Refer to assets with any questions.
4. Ensure any Form 12, 15, Electrical or Certifier sign off if applicable have been supplied to the stadium 24hrs before the event.
5. Any injuries, damage or incidents must be reported to security.
6. Contractors are to ensure nearby retail outlets are not impacted by saw dust or rubbish from the build.
7. Signage on stairs may only be on the vertical face of the stairs and not on the stair tread. Sample product must be provided to Venue Presentation for testing.

Contractor Signature:

Date

Stadium Representative
Signature

Date