

Marquee Requirements (less than 55m²)



This checklist identifies the elements that will require checking prior to the facility being used. If you answer no to any questions below, the temporary structure/marquee may need repairs or alterations.

Name of Stall: _____

Name of Event: _____ **Date:** _____

1. Are anchorages adequate and holding fast? Yes No
 2. Describe the soil type: _____
 3. Is the wall and roof bracing installed and adequately tensioned? Yes No
 4. Are all ropes/tensioned straps in good order and correctly fastened? Yes No
 5. Is fabric tensioned so that it is not prone to ponding? Yes No
 6. Are the exits correctly identified and not obstructed? Yes No
 7. Are any exposed ropes and stakes identified so they are not a hazard to the public? Yes No
 8. Are all locking pins and bolts in place and correctly tensioned? Yes No
 9. Are all structural supports sound? Yes No
 10. Have all fabric tears been adequately repaired? Yes No
 11. Is the flooring even; preventing trip hazards? Yes No
 12. Are the walls adequately secured? Yes No
- FOR ROPE AND POLE TENTS:**
13. Does the tent have the full complement of side uprights, anchor stakes, pulley blocks and guy ropes? Yes No
 14. Are the hoists secure and only controlled by an authorised person? Yes No

Person conducting check: _____

NAME SIGNATURE

Please be advised that all marquees are to be regularly checked and serviced at least every 12 months. Any marquees or temporary structures greater than 55m² will be required to be serviced and maintained by a relevant service company and must be certified by a structural engineer. Contact Environmental Health for the relevant form and information.

Smaller marquees and similar structures can be cleaned and maintained by following some simple guidelines that are detailed overleaf.

PLEASE COMPLETE THIS CHECKLIST ONCE YOUR MARQUEE HAS BEEN ERECTED AND SECURED.

Environmental Health Officers may request to see this checklist on inspecting your stall/marquee.

Please return completed form to:

Environmental Health City of Karratha PO Box 219 KARRATHA WA 6714	Environmental Health: 9186 8555 Email: enquiries@karratha.wa.gov.au Office Location: Lot 1083 Welcome Road, Karratha
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CARING FOR YOUR MARQUEE

As a stall holder it is your responsibility to ensure that your marquee or shade structure is regularly maintained. By ensuring that your marquee/shade structure is well cared for will help create a safe environment for both your staff and customers.

The following guide shows the steps to take in servicing your marquee:

Cleaning your Marquee/Shade Structure

Small Stains: Simply clean with a clean rag and any general use/mild household 'spray and wipe' cleaning fluid.

Stubborn Stain: Use a mild detergent on a sponge to scrub off stubborn stains. Hose off and allow to dry completely before storing folded.

Complete Canopy: The canopy of your marquee should be cleaned regularly depending on frequency of use. This is best cleaned by using a soft mop and any mild household cleaning fluid such as dishwashing detergent in warm water. Do not extend the legs as this will avoid the necessity of using a ladder or extension pole. To clean a PVC canopy, warm water with a mop and hosed down works best.

The Frame: Wipe the frame clean of dust and dirt with a damp cloth. Oil and greasy marks can be removed with a cloth or sponge soaked in warm soapy water.

DO NOT USE SOLVENTS, OIL BASED SPRAY OR LUBRICANTS ON ANY PART OF THE STRUCTURE

Maintaining your Marquee/Shade Structure

Loose Screws: Regularly check your frame components and tighten any loose keys or screws.

Legs: Remove any tape from upper or lower legs. Any tape left on the legs may cause the inner and outer leg to jam and cause damage when erecting or folding.

Bent Bars: Sometimes a scissor bar can bend or break. If you notice any "frosting" at a bend in the bar, it is best safe practice to replace it. If any truss bar has broken, it is recommended that you do not use the marquee until it has been replaced. Truss bars, if the structure is operated correctly in normal weather conditions, truss bars will not break.

Buttons: If you notice that the restraining buttons are not clicking into place easily, a short spray with Silicon Spray will lubricate the action. If Silicon Spray is not available, rub the button with a piece of bath soap.

The above should be done on a regular basis and must be fully completed every 12 months. **Please be advised that any marquee over 55m² will be required to be serviced and maintained by a relevant service company and must be certified by a structural engineer.**

If you have any further queries about the care or use of marquees/shade structures please contact Environmental Health on 9186 8555.

This information has been sourced from www.instantmarquees.com.au and www.extrememarquees.com.au