

# AFTER THE FAIR BOOTH MAINTENANCE CHECKLIST

Fill out this form and leave it in your booth after the event.

Booth  
Rep  
Check  
Below

OCF  
Inspector  
Check  
Below

*The required Post-Fair booth activities have been performed:*

- \_\_\_ All refrigerators left on the site have had their DOORS and latches REMOVED. \_\_\_
- \_\_\_ All refrigerators and other booth components left on site will be removed from the property before July 31<sup>st</sup> or a removal fee of \$25 per unit will be paid to OCF for each refrigerator remaining on the site on August 1<sup>st</sup>. \_\_\_
- \_\_\_ Ladder to storage loft has been removed and NAILED down or otherwise secured IN the loft to prevent floating away and to inhibit vandal access to site during off-season. \_\_\_
- \_\_\_ Stools, boxes or other "floatables" have been fastened securely in the storage loft and/or otherwise nailed or secured to the booth. \_\_\_
- \_\_\_ Plywood temporary floor-boards have been removed from storage loft. \_\_\_
- \_\_\_ Straw and other ground-covering material from this booth have been removed from site. \_\_\_
- \_\_\_ Booth has been cleared of anything that will trap leaves, debris and flood water. \_\_\_
- \_\_\_ Counter-skirts and other water-blocking water-catching structures have been removed. \_\_\_
- \_\_\_ All refrigerators and other booth components have been removed from the site. \_\_\_

*These recommended Post Fair activities have been performed:*

- Loft floor has been removed, stacked and secured. Inspection for soundness of structure has been performed, similar to the structural tests Coordinators and crew will be doing next Spring:
- All posts, studs, joists and floorboards have been re-checked for rot. Problems noted.
- All storage loft floorboards and any other floorboards checked for weaknesses. Problems noted.
- Final firm shaking given to structure to see if additional bracing is needed to withstand winter storms, blow-downs, flooding, etc..
- Sketches of the booth's posts, beams, joists, etc. to aid in off-season planning for work next year.

**BOOTHS THAT FAIL TO PROPERLY "CLOSE-UP" MAY BE SUBJECT TO FEES OR OTHER ACTION**

Sign-off (for inclusion in this Booth's Construction File)	
Booth Number: _____	OCF Inspector: _____
Booth Rep: _____	Date: _____
Date: ____, ____, 20__	

**Notes:**