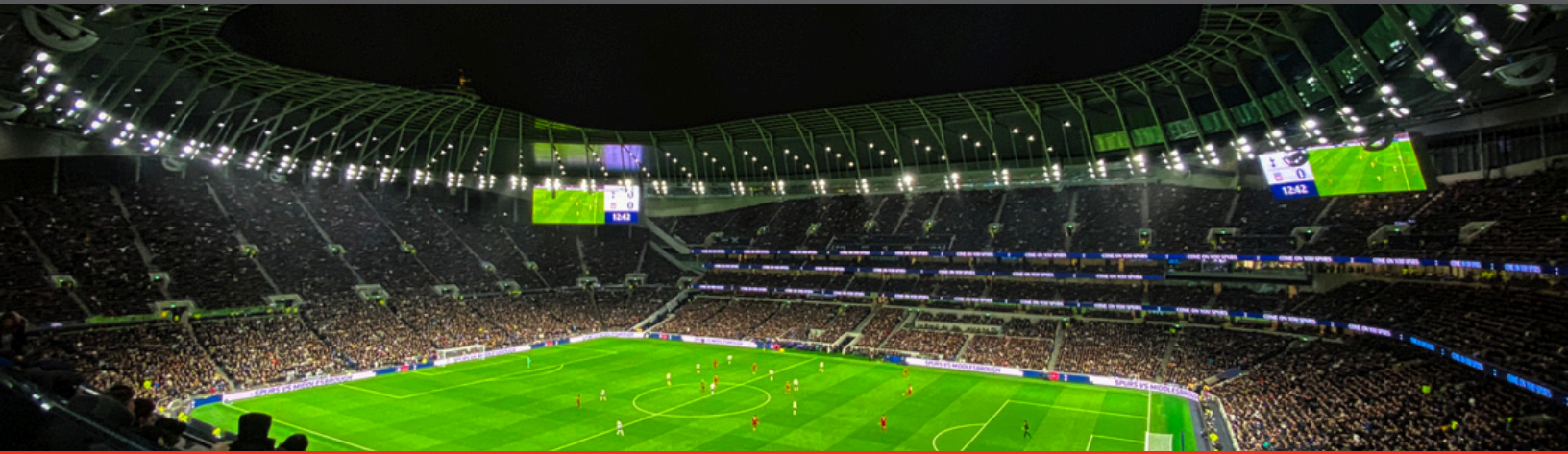




Stadium & Event Facilities Management Checklist



1.Pre-Event Readiness

- ☐ Confirm event details, attendance expectations, and venue configurations
- ☐ Review emergency procedures with operations, security, and medical teams
- ☐ Ensure drawings, utility maps, and shutoff locations are current and accessible

2.Building Systems & Infrastructure

- ☐ Test HVAC, power, lighting, and backup systems for peak occupancy
- ☐ Inspect plumbing, restrooms, elevators, and escalators
- ☐ Check roofs, drainage, and exterior conditions for weather readiness

3.Safety & Emergency Preparedness

- ☐ Verify fire systems, alarms, and extinguishers are inspected and operational
- ☐ Confirm shutoff locations, emergency drawings, and response contacts are accessible
- ☐ Ensure medical stations, AEDs, and weather monitoring plans are in place

4. Event-Day Operations

- ☐ Staff the facilities command center and test communications
- ☐ Prepare restrooms, waste management, and high-traffic areas
- ☐ Stage maintenance teams for rapid response during the event

5.Crowd Flow & Fan Experience

- ☐ Confirm entry, exit, and ADA routes are clear and well-lit
- ☐ Verify wayfinding signage and concourse visibility
- ☐ Adjust heating and cooling for crowd density and comfort



6. Vendor & Staff Coordination

- ☐ Confirm vendor access, loading dock schedules, and credentials
- ☐ Ensure equipment documentation and asset information are available
- ☐ Establish clear shift handoffs and escalation procedures

7. Post-Event Wrap-Up

- ☐ Inspect the venue for damage or deferred maintenance
- ☐ Document incidents, system issues, and lessons learned
- ☐ Update facility documentation based on event outcomes