

UMH User Group Premises Inspection Form

Uxbridge Music Hall
 16 Main St. S.
 Uxbridge, On

Areas for Inspection	Yes/No or n/a	Correction required? Describe	User Group Initial
Building Interior			
Interior walkways, steps, railings, etc in good condition?			
Are Main floor walls in good repair (no holes / large paint chips)			
Are lower floor walls in good repair (no holes / large paint chips)			
Is anything attached to the balcony or walls?			
Locks &/or signs on Employees Only areas?	NA		
All licensing/warning/no smoking/alcohol signs displayed and legible?			
Any exposed insulation or electrical wiring?			
Smoke detectors working?	NA		
Flooring in good condition? (No trip hazards evident, etc.)			
Stairs in good condition, well lit with secure handrails?			
Do all exit doors open and close easily?	NA		
Are all exit doors clear of obstructions?			
Is front foyer and entrance clean and tidy?			
Bathroom fixtures / lighting in good working order?	NA		
Are bathrooms clean and tidy?			
Is kitchen clean and tidy?			
Are appliances clean and tidy? (Ovens & refrigerators empty and stoves unplugged)			
Is the main hall clean and tidy – including floor?			
Are dressing rooms clean and tidy?			
Other electrical fixtures & wiring in good condition?	NA		
Emergency lighting working & tested regularly?	NA		

Are emergency exits clearly marked?	NA		
Fire alarms operational and tested regularly?	NA		
Adequate extinguishers in place and tested regularly?	NA		
Hazardous material stored safely in minimal quantity?	NA		
Is noise level reasonable in all work areas?	NA		
Are chairs and tables in good repair?			
Is heating, ventilating and air conditioning system routinely maintained?	NA		
Are chairs properly stacked at sides of hall?			
Are SR & SL wings & floors clear of garbage?			
Building Exterior			
Outside walkways, steps, railings, etc in good condition?			
Winter maintenance - regular, documented cleaning, sanding, salting?	NA		
Are all emergency exits cleared of ice/snow?	NA		
Down-spouts discharging to a safe location?	NA		
Regular lighting in working order?	NA		
Trash in proper containers & regularly removed?	NA		
UMH Technical Aspects			
Stage curtains in good repair and hanging?			
Lighting grid above stage secure and stable?			
Lighting grid in balcony is secure and stable?			
Lights have been re-set to point on stage?			
Sound equipment in original position? (in amp room, hanging in original position)			
Sound and Lighting equipment off and secure?			
All tech areas tidy? (Two upper SR/SL rooms and operator booth)			
All tech rooms locked? (Two upper SR/SL rooms and operator booth)			
All theatre fixture light bulbs operational?			
All sounds cords in good repair?			
All extension cords in good repair?			
Inventory of all technical equipment completed? (List of discrepancies with previous inventory)			

attached.)			
All balcony seats in upright position?			
All gels and gobos returned to cabinet?			
All technician tools returned to original location?			
Digital projection system is off?			
Projection screen is in good repair and properly rolled?			
Lighting board cleared of previous show and in generic format			
Are the two downstairs stage monitors in good working order? (Sound and picture)			
Are set mounting posts & hardware in original positions and complete?			

Pre Contract Inspection

Name: _____ Name: _____

User Group: _____ (UMH Rep)

Signature: _____ Signature: _____

Date: _____ Date: _____

Post Contract Inspection

Name: _____ Name: _____

User Group: _____ (UMH Rep)

Signature: _____ Signature: _____

Date: _____ Date: _____