

APPENDIX A **Building/Facility Checklist**

Does the building/facility have adequate:

**Access**

- Ramps may be needed for wheel and push chair access.
- Some areas of the building may need warning of *restricted* access (Sanctuary area, cleaning materials, kitchen, etc...).

**Ventilation****Heating****Lighting****Security****Accommodation Facilities (overnight)**

- Male and Female separate.
- Everyone has own bed/space in tent.
- Showers and Toilets available, clean and usable.

**Emergency Plan**

- Emergency Plan must be clearly known and/or displayed for participants;
- Smoke Detectors;
- Fire extinguishers; and
- First aid kits must be approved, checked and available for ease of use.

**Space**

- Whole/large group activities
 - Inside
 - Outside
- Small group activities
 - Inside
 - Outside
- Wet weather options
- Prayer/Quiet/Sacred Space
- Dining Area

**Food Preparation**

- Site-catered; and/or
- Incoming Group-catered.
- Kitchen (heating facilities, utensils, plates, cups, etc...)

