

VENUE CHECKLIST	NOTES
<p>External</p> <ul style="list-style-type: none"> <input type="checkbox"/> Options for external signage <input type="checkbox"/> Bike parking <input type="checkbox"/> Car parking <input type="checkbox"/> Disabled access <input type="checkbox"/> Outdoor space for bike repairs 	
<p>Internal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repair Cafe entry and exit points <input type="checkbox"/> Location of reception desk <input type="checkbox"/> Location and number of sockets <input type="checkbox"/> Number of repair stations <ul style="list-style-type: none"> <input type="checkbox"/> Internal with sockets <input type="checkbox"/> Internal without sockets <input type="checkbox"/> External <input type="checkbox"/> Location of cafe area 	
<p>Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of toilets <input type="checkbox"/> Fridge <input type="checkbox"/> Kitchen tap for food preparation <input type="checkbox"/> Tea/coffee facilities <input type="checkbox"/> Cutlery, crockery, glasses <input type="checkbox"/> Washing up liquid & scrubbers <input type="checkbox"/> Tea towels <input type="checkbox"/> Cleaning equipment <input type="checkbox"/> Water tap for repairers <input type="checkbox"/> Tables & chairs for repair stations <input type="checkbox"/> Tables & chairs for cafe area 	
<p>Risk assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of fire extinguishers <input type="checkbox"/> Type of fire extinguishers <input type="checkbox"/> Location of first aid kit <input type="checkbox"/> Nearest AED <input type="checkbox"/> Instructions in case of fire <input type="checkbox"/> Location of fuse board 	
<p>Admin and access</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access arrangements <input type="checkbox"/> Venue manager contact details <input type="checkbox"/> Wifi availability & code 	