

## Review Checklist

- \_\_\_\_\_ Review the location agreement with the location manager, ensuring all provisions will be met prior to vehicles and production personnel arrival.
  
- \_\_\_\_\_ Ask to see any applicable municipal permits and confirm any requirements or restrictions (i.e. number of fire and/or police officers, etc.)
  
- \_\_\_\_\_ Introduce yourself to the Transportation Captain and discuss any rules, regulations and agreements pertaining to vehicle operation on the grounds or within the facility. Address speed limits, staging areas, and any other concerns.
  
- \_\_\_\_\_ Assist in the placement of vehicles to ensure normal traffic patterns for tenants or neighbors.
  
- \_\_\_\_\_ Make sure that vehicles are in safe, non-fire hazard areas. If you are unsure, consult the Fire Safety Officer if one is present.
  
- \_\_\_\_\_ Introduce yourself to the greens people (if applicable). Explain the policies regarding the use of the greens, landscape, and existing plants. Know who will clean up these areas.
  
- \_\_\_\_\_ Check all areas of activity to ensure that the areas are returned to their original condition.
  
- \_\_\_\_\_ Inspect all damage and report it to the Location Manager