

PUBLIC WORKS DEPARTMENT CHECKLIST

Street/Drainage Division

- Barricades, traffic cones and jersey barriers.
- Transport water tankers as necessary.
- Assure sidewalks are clean and in safe condition.

Traffic Engineering Operations Division.

- Review the traffic event management plan submitted by the event manager.
- Coordinate with the Police Department regarding traffic flow patterns.
- Timing of signals changes to maximize traffic flow.
- Regional traffic management plan.

Animal Control Division

- Back-up program to respond to the event as necessary.

Solid Waste Management Division

- Collection of site debris.
- Sweeping of site and adjacent roadways.
- Litter control and disposal.
- Coordination with the Health Department concerning debris removal from food serving areas.

Parking Operations/Enforcement Division

- Review parking program and offer assistance.
- Coordinate with mass transportation organization regarding pick-up point parking.

Engineering Division

- Coordinate with organizations involved in the event to review the site and the layout of the various program.
- Work with the Building Inspections Division to coordinate the planning for the event.

Regional Mass Transportation Division

- Establish timely schedules for shuttles.
- Review the fees and charges for providing services.

PUBLIC WORKS DEPARTMENT CHECKLIST (CONTINUED)

Forestry/Horticulture Division

- Protect the landscaping in year-round planter areas from public damage.
- Inspect trees and large shrubbery for trimming as required to accommodate event security concerns and to ensure the public welfare of the event attendees.

Parks and Recreation Division

- Schedule personnel to support activities in the event area.
- Work with vendors in supplying the needed support for the event.
- Arrange for special events coordination with the children's area.