

Council Sports Surface Procurement Checklist

Tender and internal-approval prompts for public sports assets

Scope clarity

Define sport codes, competition level, asset life expectations, drainage scope, civil interfaces, fencing, line marking, lighting and public-access constraints.

Evidence to request

Request capability statement, insurances, references, system data sheets, methodology, safety approach, programme assumptions and maintenance requirements.

Whole-of-life value

Assess maintenance access, expected renewal cycle, repairability, warranty conditions, usage intensity and whether the system matches the planned asset service life.

Programme and community risk

Confirm staging, wet-weather allowances, season deadlines, communication points, site-security responsibilities and practical completion criteria.

Close-out documents

Include handover pack, warranty records, as-built notes, material registers, maintenance schedule and evidence photos as contract deliverables.