

MAYLANDSEA BAY SAILING CLUB

DUTY OFFICER

Notes on Duties to be performed

Opening the Club

- 1 Open the Club via the front door. There are two locks on the main door.
- 2 De-activate the Burglar Alarm (situated on the wall on the left at the foot of the stairs, by keying in the access code).
- 3 Light switches for the ground floor areas (kitchen and dining areas) are on the kitchen wall to the right of the Key Box)
- 4 Raise the shutter to gain access to the Changing Rooms
- 5 Open the Key Box on the wall in the Galley. Select the appropriate keys to open the door to the stairs, the west veranda door (left hand end of lounge) and the Race Box.
- 6 Open Race Box, raise the club Burgee. Leave Race Box keys on hook between windows. Veranda door keys remain in sliding door, stairs door key should be returned to the Key Box.
- 7 Select Garage Keys from Key Box. Open Garage. Hang keys on hook on side of green wooden wall unit above the right hand end of the work bench.
- 8 Check boiler timing in Gents Changing Rooms is correct and operating. The Override button on the timer will actuate temporarily if required. Don't forget to reset before leaving
- 9 Turn on drinking water heater in the galley near the serving hatch (check water is also turned on).
- 10 Open downstairs veranda door and put out and connect hose to water tap beside west ramps.
- 11 Check all waste bins have liners, if necessary put rubbish in wheelie bin near gate. (Bin liners under the sink in the galley).
- 12 Check toilet rolls, soap and hand towels in both Changing Rooms (spares are kept in the Ladies Changing Rooms).
- 13 If necessary, turn up the heater at the east end of the dining area (instructions are on the wall above the heater).
- 14 The gas heater in the lounge can be operated as follows:
 - Ensure the mains switch on the wall beside the heater is turned on (this switch should never be turned off).
 - The controls for the heater are inside the small grill on the right hand side (as you look at it) of the heater
 - To turn the heater on, turn the POWER switch to ON, and the red light and an amber light should come on.
 - After 10 –15 seconds the amber light should go out and a green light should come on)
 - To adjust the heat turn the temperature control knob to Low or High as required.
 - With the heat at high the heater will heat the lounge area in about 15 – 20 minutes, after this the heater should be set to low to maintain the temperature.
 - To turn the heater OFF, simply turn the Power switch (on the heater to OFF). The fans will continue to run for a time as the heater cools down.
- 15 Put your name on the notice board opposite front door.
- 16 Remove Telephone from box under shelf in foyer and place on shelf

Closing the Club

- 1 Generally the reverse of the above.
- 2 Check gas heaters are turned off and water heater and sockets in Galley are off.
- 3 Finally check all doors are closed and locked and all lights are out. Replace telephone in box.
- 4 Set Burglar alarm by keying in access code.
- 5 Re-lock both locks on front door.

PLEASE CLOSE (and LOCK) THE GATE WHEN YOU LEAVE

Sailing whilst on Duty

This is only permitted if you can find a responsible person to look after the club in your absence.