



MAYLANDSEA BAY SAILING CLUB



DUTY OFFICER **(Officer of the Day – OOD)** **Notes on Duties to be performed**

Opening the Club

1. Open the Club via the porch 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. The key box for the club doors is situated through the Galley door on the left hand wall. This key box should be kept closed at all times. If know one is around, keep locked.
4. Should lights be required, the Light switches for the ground floor areas (galley and dining areas) are on the galley wall to the right of the Key Box).
5. Turn on drinking water heater in the galley near the serving hatch (check that the water is also turned on – stopcock to right of unit on wall).
6. 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.
7. Open Race Box, raise the club Burgee. Leave Race Box keys on hook near race box windows. Veranda door keys remain in sliding door, stairs door key should be returned to the Key Box.
8. Raise the shutter to gain access to the Changing Rooms
9. Open downstairs veranda door and put out and connect hose to water tap beside west ramps (hose is kept in cupboard in gents changing room).
10. Turn on drinking water tap stopcock in gents changing room (left hand sea front corner)
11. Check toilet rolls, soap and hand towels in both Changing Rooms (spares are kept in the Ladies Changing Rooms – some toilet rolls are kept on top of cupboard in gents changing room).
12. Check all waste bins have liners, if necessary put rubbish in wheelie bin near gate. (Bin liners under the sink in the galley).
13. Select Garage Keys from Key Box. Open Garage. Hang keys on the hook between the side door and the up & over garage door
14. Put your name on the notice board opposite porch front door.
15. Remove Telephone from cupboard under shelf in foyer and place on shelf
16. Open the bar at the appropriate time or after racing
17. Please be aware of the H&S document and its procedures in case of any emergency

Closing the Club

18. Generally the reverse of the above.
19. Check that the water heater and sockets in Galley are off.
20. Make sure that all bins in galley (food waste) are emptied into the outside wheelie bin
21. Replace telephone in cupboard under shelf in foyer.
22. Finally check all doors are locked including Garage & Safety boat compound and all keys returned to the key box and the key box is locked and all lights are out.
23. If clothing has been left on veranda handrail put this on the table inside, through the seafront door.
24. Set Burglar alarm by keying in access code.
25. Re-lock both locks on porch front door. Wait to hear alarm set.
26. Take a final walk around the club to make sure nothing has been missed. Check seafront door.
27. Please close (and lock) the road gate when you leave.

Note: If you are duty officer and you want to sail, please find a responsible person to look after the club in your absence.