

NOTES FOR GENERAL LOCK UP OF CLUBHOUSE (June 2017)

KITCHEN –

- Close windows.
- Check dishwasher is drained and off.
- Check urn is off.

SELECTORS' OFFICE –

- Close windows.
- Check fan is off.

BELL AND FLAGS –

- Check removed and placed inside main room.

MAIN ROOM –

- Close windows and blinds.
- Lock and bolt (top and bottom) double doors.
- Lock door near office.
- Check PA system is off.
- Switch off lights (including noticeboard) and fans.
- Check men's toilet lights off.
- Close and lock concertina door.

CASH REGISTER –

- Remove green fees and raffle money from drawer underneath to safe.
- Cash Total will open the till.
- Put \$50 notes into brown box in safe. **Lock safe.**
- Notes and coin tray into toolbox for back room shelf.
- Leave till open. Press **DAY key only** to turn operation off.

BACK STOREROOM –

- Check lock on sliding door.
- Check wine/spirits cupboard locked.
- Check gas off. Red switch on wall horizontal.
- Check black levers on kegs up. Check light off in cold room and close door.
- Lock grille door.

BAR AREAS –

- Close glass doors to deck and lock - handles up then key.
- Check north window closed.
- Check side exit door closed, locks automatically.
- Check glass washer is drained and turned off.
- Check sink and cold water taps not dripping.
- Turn off lights and fans.
- TURN ON ALARM SYSTEM.
- Lock sliding door from outside.

LADIES ROOM –

- Check toilets not running and lights are off.
- Check fan and lights off.
- Close door – automatically locks when pulled closed.

MEN'S LOCKER ROOM –

- Check lights in toilets and room off.
- Lock and close door.

OUTSIDE LIGHTS –

- Barbeque area and top car park lights switches are on machinery shed behind bbq.
- Light on flagpole off (switch at base).
- Other outside light switches turned off on downstairs pillars near car parking.