

Duty Checklist

Date:.....

- ☐ Open clubhouse and clean floors, tables, etc. (inc training room if unlocked)
- ☐ Hoist Flags (Diagram in flag-cupboard) on Saturday and Sunday.
- ☐ Turn on galley radio – VHF Channel 73.
- ☐ Check AED (Automated External Defibrillator) – ensure green light flashing to indicate charge.
- ☐ Clean amenities block (inc. Disabled & Laundry), replenish toilet paper and paper towels, ensure all is clean and tidy. (Saturday only, unless lots of use requires another clean on Sunday).

Note: If cleaning toilet block you cannot work in the Café for at least 24 hours.

- ☐ Empty garbage bins and replace bin liner (new ones in galley, under serving bench). **This may have to be repeated multiple times during the day.**
- ☐ Clean pontoon surface (duck droppings) Portable pressure washer available
- ☐ Check grounds for general cleanliness; pick up rubbish/small branches along the foreshore; fill in rabbit holes; and perform a basic safety check.
- ☐ Check playground area. Rake soft-fall if necessary.
- ☐ Clean BBQ and check that gas bottles are full. Use swap service at Kangaroo Point store and charge to AWYC account.
- ☐ Use tractor to clear ramps if required.
 - **Driver must be licensed and inducted.** (List on noticeboard).
 - Amber beacon & seat belt must be used at all times.
- ☐ Check Boats - by referencing checklist in boat shed
 - Gwyn M, Weirwatch, White Rib, Red Rib x 2
- ☐ Place required race buoys in course laying boat (consult with RO).
- ☐ Inflate race buoys as required and check tackle set (one per buoy).
- ☐ Check air pressure on boat trailer tyres, inflate as required.
- ☐ Disconnect battery chargers.
- ☐ Tilt boat motors up for towing.
- ☐ Launch rescue boats with tractor.
 - Safety chains should be used & securely attached
 - Take extreme care and ensure adequate help is available.
- ☐ While boats are out of the shed, use the blower to clean the shed

Sign On & End of Day Check overleaf

Duty Checklist - end of day

- ☐ **1 rescue boat** to remain at the jetty until all Club organised boating activities are completed for the day (Check with Race Officer).
- ☐ Check amenities block, replenish toilet paper and paper towels, ensure all is clean and tidy.
- ☐ Return rescue boats to storage shed and lock shed (if training completed.).
- ☐ Refuel All Boats.
- ☐ Advise Committee Rep of empty fuel tanks
- ☐ Switch off Radio and GPS in rescue boat.
- ☐ Connect battery chargers.
- ☐ Check storage facilities are locked.
- ☐ Lower Flags and return them to clubhouse.
- ☐ Empty garbage bins and replace bin liner (new liners in galley, under serving bench)
- ☐ Last duty person to leave to lock clubhouse (if last member on premises).
 - Or advise to visible members you are leaving & they are to lock up.
- ☐ Lock gate if last out.

Duty Attendance list:

(Committee Rep to check all duty personnel in attendance):

SATURDAY

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SUNDAY

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