

Duty Officer

1. TURN ON THE WATER AT THE SWITCH JUST INSIDE THE BACK DOOR
2. RAISE THE SHUTTERS & OPEN THE BAR
3. FILL THE LARGE WATER BOILER & TURN ON.
4. ALSO TURN ON THE BEER FRIDGE & THE WATER HEATER SWITCH.
5. CHECK THAT THE BAR IS MANNED AND THE BAR PERSON IS HAPPY WITH HOW THINGS WORK. *GO & ENJOY THE SAILING*

AT THE END OF THE DAY

1. **SWITCH OFF THE WATER HEATER OVER THE SINK IN THE BAR !
(THIS IS MOST IMPORTANT) & SWITCH OFF THE BOILER**
2. SWITCH OFF ALL HEATERS INCLUDING THOSE IN EACH OF THE CHANGING ROOMS
3. SWITCH OFF THE BEER FRIDGE AND LEAVE OPEN. (BUT LEAVE THE WHITE FRIDGE BEHIND THE BAR ON).
4. MAKE SURE THE SAFETY BOAT RADIO IS TURNED OFF AND THAT THE SAFETY BOAT IS LOCKED DOWN.
5. CLOSE AND LOCK ALL THREE DOWNSTAIRS LOCKERS AND CHECK THE TOWER DOOR IS LOCKED AND THE RADIO IS OFF
6. SECURE ALL THE WINDOW SHUTTERS & SWITCH OFF ANY LIGHTS IN THE MAIN CABIN
7. SET THE ALARM & LOCK THE INTERNAL DOOR
8. SWITCH OFF THE WATER & LOCK UP THE CLUB