



## Duty Stewards Checklist

### 1. Duties for Key Holders unlocking at the start of the Day

- a. Unlock front door and disable alarm using the black key fob.
- b. Check throughout building to ensure no issues e.g., leaks or signs of intruders.

### 2. Duties for Stewards on First shift of the Day

- a. Unlock key cabinet and remove keys for the reception drawers and bi-fold doors
- b. Remove club phone from reception drawer turn on, check for messages and put on charge if necessary.
- c. Unlock the side gate padlock but leave the gate closed. Access to the rinks should be via the main Pavilion door.
- d. Check the booking sheet for the day and set up the rinks accordingly. All equipment is in the Shed alongside the rink.
  - i. Each rink will need:
    - a) 2 mats
    - b) 1 jack
    - c) 1 pusher
    - d) 1 grey bucket containing paper towels, anti-bac hand gel, cleaning wipes, rubbish bags plus a toothbrush and plain water spray to clear bird dropping from rink
    - e) 1 pump spray containing the anti-bacterial sanitising solution for the mats, bowls and other equipment
    - f) 1 scoreboard
  - ii. Check each bucket, remove any rubbish, replenish items as necessary. Spare items can be found on the white trolley in the Pavilion. If we are running short make a note in the handover book on the steward's desk.
- e. Check the First Aid Kit is available in the Pavilion by the filing cabinet.

### 3. Duties for Stewards throughout the Day (All shifts)

#### a. Maintain Hygiene and Cleaning

##### i. Welfare areas

- a) Check the designated toilets and welfare areas. Please report any issues or leaks in the Stewards handover book.
- b) Ensure there are sufficient paper hand towels, blue roll, toilet and spray cleaner in each. Replacements are available from the Cleaning Cupboard.
- c) The toilets should be checked at least once every shift and again if the facilities are known to have been used.
- d) Please date and sign the check list on the back of the welfare area doors, to confirm this has been done.
- e) If needed, and you are willing and able, please clean the toilet bowl, seat, handle, hand basin, taps and floor, with the equipment provided.
- f) Disposable gloves are also provided for this purpose.



- g) However, if you are not able or prefer not to clean the toilets and you find they are unfit for use, please just place an out of order sign on the door of the affected area and report the issue to a committee member.
- h) An out of order sign is in the back of the steward's handover book. Additional signs are in the top drawer of the tall filing cabinet.

**ii. Frequently touched outdoor areas**

- a) Clean all outside frequently used areas ready for players arrival (handles, handrails, benches, outside tables etc), using the sanitiser pump spray, green paper towels or blue paper roll. This should be repeated before the start of each session.

**iii. Frequently touched indoor areas**

- a) Check indoor tables and chairs are clean and ready for use. Clean if necessary, using the green disposable cloths, kitchen spray and upholstery disinfectant provided. Please ensure tables and chairs are cleaned and sanitised between each use. The green disposable cloths should be replaced frequently to avoid cross contamination.

**b. General Duties**

- i. Answer phone calls and respond to messages which may have been left.
- ii. If you leave the Pavilion unattended to go outside, please lock the front door and take the mobile phone with you in case anyone calls.
- iii. If players do turn up who have not pre-booked please write their details on the booking sheet and set their rink up, as required.
- iv. Check the mail box on the outside of the Pavilion and remove any mail which can be left on the steward's table.
- v. Enter any non-urgent issues, concerns or other comments in the steward's handover book. Report urgent issues to a member of the committee.
- vi. Complete the Stewards Report.

**4. Duties For Steward at the end of the Day (Last shift)**

**a. Pack away at the End of the Day**

- i. Lock the main Pavilion door and side gate.
- ii. Return all bowling equipment to the bowling equipment shed.
- iii. Lock and check both upper and lower shed doors are secure.
- iv. Check all 3 outdoor gates ensuring padlocks are engaged and locked correctly. The disabled gate and the side gate should be locked with the padlock combination on the outside i.e., the carpark side of the gate. The rear gate padlock combination should be facing towards the inside.
- v. Empty waste bins from welfare areas and main Pavilion. Place general rubbish bags in the green and recycling in the black wheelie bins by the rear gate.



- vi. Secure and lock all doors and windows within the Pavilion. Please double check:
  - a) back door
  - b) door to referees/store room
  - c) door to rear corridor
  - d) internal plant room
  - e) kitchen
  - f) bi-fold door
- vii. Return club phone to the reception drawers and for data protection place the days booking sheets in top drawer of tall filing cabinet drawer and lock.
- viii. Also file the day's Steward's Report Sheet in top drawer.
- ix. Pack away the jigsaw for ease of cleaning.
- x. Sanitise and replace all keys in key cabinet, check no keys are missing and lock key cabinet.

## 5. Duties For Key Holders locking up at the end of the Day

- a. Check Pavilion lighting switch to the right of the front door is set to the "normal" position.
- b. Set alarm using the black fob, please read the screen to make sure it confirms the alarm has been set correctly. Lock the front door and sanitise Pavilion door handle. Please recheck door is securely locked.
- c. Check Pavilion lights go out after about a minute. If they stay on then it is probably because the internal light switch was not set to the normal position. You will need to re-enter the Pavilion to check and correct.

### In an Emergency

In an emergency when it is necessary to evacuate the Rink side areas the Duty Steward will need to immediately unlock the padlock on the disabled gate to allow players a safe exit from the Rink area without needing to pass by the Pavilion.

### Fire Alarm

Should the fire Alarm activate please follow the instructions to reset it. These can be found in the Fire Alarm Manual.

Please note you will also need to reset the gas supply if this happens. If in doubt please contact Karen Eaton, Mike Smith or Nuala Atkey.

### Rubbish Collection

Please put the relevant wheelie bin out onto the roadside verge on the night before the collection date. This is normally a Friday and so the bins need to go out on Thursday evening. The bin schedule can be found in the Stewards handover book.

Finally, but most importantly, thank you for volunteering your time and for helping us maintain a safe and COVID-secure facility for all our members.

Without your cooperation and dedication this would not be possible.