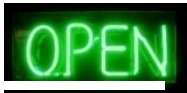




Duty Stewards Daily Checklist

Further details on how to undertake some of these tasks can be found in Section 2 of this folder.

An envelope is in the top drawer of the small cabinet containing the gate combinations and kitchen code.



Duties for Key Holders Unlocking at the Start of the Day

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



Duties for Stewards on First Shift of the Day

- Unlock doors, cabinets as necessary. Unlock the side gate padlock but leave the gate closed. Access to the rinks should be via the main Pavilion door.
- Check club telephone for messages.
- Remove iPad from the top drawer of small filing cabinet, check Duty Steward email account for messages, print the Daily Rink Booking sheet and set up the rinks accordingly. All equipment is in the Shed alongside the rink. Each rink will need:
 - 1 mat and 1 pusher each end
 - 1 jack
 - 1 scoreboard
- Check the First Aid Kit is available in the Pavilion on the filing cabinet.
- Check the toilets and general area and report any issues or leaks in the Steward's diary.
- Ensure there are sufficient paper hand towels, blue roll, toilet rolls, spray cleaner and tissues in each. Replacements are available from the cleaner's cupboard – key number 8.



Duties for Stewards Throughout the Day (All Shifts)

- Welcome all visitors and Members to the Club.
- Show new visitors around the clubroom, changing areas etc, giving them information about our facilities and events.
- Answer phone calls and respond to messages which may have been left.
- If you leave the Pavilion unattended to go outside, please lock the front door and take the phone handset with you in case anyone calls.
- If players do turn up who have not pre-booked please write their details on the booking sheet and set their rink up.
- Check the mailbox on the outside of the Pavilion and remove any mail which can be left on the steward's table.

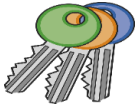


- Take money for events or guests wishing to bowl.
- Remind all players that they need flat shoes with soles that do not harbour grit or anything that will damage carpet.
- Enter any non-urgent issues, concerns or other comments in the steward's diary. Report urgent issues to a member of the committee.
- If extra copies of forms are required photocopy them and enter the details in the book kept near the printer giving reason and quantity.
- The toilets should be checked during every shift. Please date and sign the check list on the back of the outer doors to confirm this has been done. If you find that they are unfit for use please put an Out of Order sign on the door and either inform a Committee member or make a note in the Stewards diary.
- Keep the Pavilion tidy and if necessary clean tables after use using kitchen spray and a green disposable cloth.
- Complete the Stewards Report at the end of your shift



Duties for Stewards at the End of the Day (Last Shift)

- Return all bowling equipment to the bowling equipment to the lower shed and ensure door is locked.
- Check upper shed is also secure.
- Lock side gate with padlock on the outside (i.e. facing car park). Check disabled gate where padlocks should also be facing car park and the rear gate (behind upper shed) where padlock should be facing towards the inside.
- If necessary, empty waste bins from kitchen and main Pavilion. Place general rubbish bags in the green and recycling in the black wheelie bins by the rear gate.
- Check toilets and ensure all taps turned off.
- Secure and lock all doors and windows within the Pavilion and ensure all taps turned off turned.
Please double check:
 - back door
 - door to referees/storeroom
(If this door isn't locked, please let Glenda Smith or Mike Smith know.)
 - door to rear corridor
 - internal plant room
 - kitchen
 - bi-fold door
- Return iPad to the top drawer of the small cabinet and for data protection place the day's rink booking sheets and the day's Steward's Report Sheet in the appropriate file in the top drawer of the tall filing cabinet drawer and lock.
- Ensure reception and bar cash boxes are locked in the small filing cabinet.
- Check no keys are missing from the key box and scramble lock to secure.



Duties for Key Holders Locking Up at the End of the Day (this will often be the Steward on the last shift)

- Check Pavilion lighting switch to the right of the front door is set to the 'normal' position.
- 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. Please recheck door is securely locked.
- 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.



Refuse 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 and be brought back in on Friday morning.

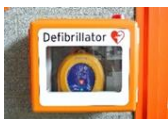
The refuse collection schedule can be found in the Stewards Reference Notes section of this folder [see Appendix (viii)] or look on the iPad.



In an Emergency

In an emergency, including a Fire Alarm, evacuate rinks and the Pavilion.

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. Then check that all areas of the Pavilion have been evacuated. Assembly point is by the Electricity Substation in the car park.



Defibrillator

A **Defibrillator** is situated on the outside side wall of the Pavilion facing the football pitches.



Fire Alarm

Should the fire Alarm activate please follow the instructions to reset it [see *Appendix (v)*].

More details can be found in the Fire Alarm Test and Reset Procedures Folder.

Please note you will also need to reset the gas supply if this happens.

If in doubt please contact [Mike Smith](#) on 07786 831055 or [Tony Carter](#) on 07760 882309.

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

Without your cooperation and dedication this would not be possible.