



END OF MATCH - CLEARING UP & LOCKING UP CHECK LIST

GREEN (Responsibility of last rink to finish)

- Ensure 2 trolleys and all other remaining equipment is returned to the shed.
- Ensure 4 trolleys go back in the men's changing room.
- Check no personal property has been left outside anywhere
- Close both green gates, fit the combination locks and scramble the numbers.

CLUBHOUSE (Responsibility of the Captain of the Day, with members assistance.)

- Wipe all the table tops clean with a damp cloth as necessary.
- Ensure all small furniture is stacked in the area in front of the fireplace.
- Fold the legs up & put the four large tables back where they came from.
- Ensure any food & other debris on the floor is vacuumed up.
- Put the two cover boards back over the bookcase. (if removed)

KITCHEN (Responsibility of the Caterers of the day, with member's assistance.)

- Ensure all the Club's raffle, bar and kitchen equipment is put back in store room.
- Ensure all clean Village Hall crockery etc. is returned to correct kitchen cupboard.
- Put dirty crockery etc. in dishwasher and start cycle.
- Leave kitchen clean & tidy.
- Take toilet hand & tea towels home and wash them. Return at next visit.
- Put all rubbish created by bowls club in a sack and take it home.

LOCKING UP (Responsibility of the Captain of the day, who may delegate at their discretion.)

- Do not touch the heating controller. It is set remotely to suit each booking.
- Turn off store room and men's changing room lights at switch above changing room door, and lock both doors.
- Close fire exit door and turn knob twice CW to lock it.
- Lock double doors at front entrance with both bolts and the hasp & padlock.
- Lock entrance hall internal door.
- Temporarily turn on back door light at the local switch #.
- At the labelled switch panel in the bar, turn off all lights#.
- Turn off back door light to double check that no lights have been left on #.
- Exit premises and lock back door. (large silver key) #
- N.B. Wind out locking bolts by turning key 2 turns anti-clockwise #.
- Return keys to safe & scramble numbers, lock shed padlock & scramble numbers #.
- Last person to leave car park must shut the car park gates, put the bolt down, secure them with the chain and combination lock & scramble the numbers #.

N.B. ALL club members must know this much to be able to use the toilets!