**Oakbank Bowling Club**

**Close Venue Checklist**

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| --- | --- | --- |
| **Task** | **Who** | **Done?** |
| Retrieve mats and jacks |  |  |
| Lower large flags, retrieve small flags |  |  |
| Retrieve banner flags and windsock at West end, standalone banner on main road if required |  |  |
| Return small round tables, chairs & cushions to shed |  |  |
| Move Umpire’s equipment table back inside |  |  |
| Return scoreboards to shed |  |  |
| Clean loos |  |  |
| Lock men’s and lady’s toilets |  |  |
| Close all blinds |  |  |
| Lock bar fridges and turn off lights |  |  |
| Count cash and Close Square Cash Drawer |  |  |
| Put ALL cash in the safe | Bar Manager/Treasurer |  |
| Empty recycled cans/bottles bin to sack in shed | Bar Manager |  |
| Empty rubbish bins and put new bin liners in | Bar Manager/kitchen staff |  |
| Turn off urn, and any other kitchen appliances |  |  |
| Turn off range hood fan, outside light (3 switches on wall) |  |  |
| Vacuum floor, wipe tables, clean up any surface spills |  |  |
| Note any breakages, low supplies, or maintenance required in notebook \* |  |  |
| Lock shed |  |  |
| Lock and latch rear door |  |  |
| Turn off all lights… including kitchen |  |  |
| Arm Security Alarm |  |  |
| Lock front door |  |  |
| Turn off car park light (outside switch) |  |  |