**Oakbank Bowling Club**

**Close Venue Checklist**

|  |  |  |
| --- | --- | --- |
| **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) |  |[ ]