

**Warrandyte Senior
Football Club**

**Warrandyte Junior
Football Club**

**Warrandyte
Cricket Club**

**Warrandyte
Netball Club**

Facility Close-up Procedure

Find more details at <http://www.warrandytesports.com.au/club-house>

Upstairs Areas

1. Ensure all kitchen appliances are clean and turned off

- Oven (critical – all knobs in off position))
- Pie warmer
- Bain Marie
- Coffee machine (important – fully cleaned as per training)
- Deep fryer

2. Ensure the kitchen/bar/stock is secure

- Ensure all roller shutters are closed x 5.
 - i. External use remote controls
 - ii. Internal use long hook and white tagged key located under bench at rear of bar
- Lock the main fridge and turn off the fridge lights.
- Make sure that both freezer doors are fully shut.
- Turn off the Slushie Machine lights (*Do not turn off the Slushie Machine*)
- Do the Till (see "POS and Money Handling")
- Lock all 3 kitchen doors.

3. General Pack-up

- Pack tables and chairs away (See Plan) – it is acceptable to leave out 3 tables and 18 chairs – one stacker load only (or it compromises our cleaning contract).
- Sweep floors – DO NOT MOP – Clean up spills with paper towels.

Facility Close-up Procedure Part 2

- Close B/C divider wall to create Netball change room area. Open A/B divider wall.

5. Ensure all A/C thermostats are turned off

- 2 x Central heater wall pads in main auditorium
- 1 x A/C split system in netball change room

6. Audio Visual System

- (Unless you have made changes) Turn off Audio Visual equipment with the remote control (off button on small R/C and point at black button above/right of office)
- All changes to the AV system should be returned to original state.
- Ensure rack door is closed (or R/C will not work)
- Lock the storage cupboard

7. Empty all internal bins including the kitchen, and place rubbish in wheelie bins located in car park ready for pick up by council

- Reline empty bins with bin liners 120 litre and 240 litre liners are stored on shelf in Cleaner's Cupboard)
See web site "Clubhouse"- "Rubbish and Recycling" for more detail.

8. Ensure all lights are turned off

- Main Area
- Toilets and Foyer are sensors

9. Doors to be locked

- Ensure that any double doors have both doors fixed in place with top and bottom panic bolts.
- All external doors,

10. Arm Alarm

- See web site "Clubhouse"- "Access and Security" for more detail.