



Duty Day Checklist

Hello! First of all, thanks for coming out for your Duty Day shift. We are a co-operative Club and without members who contribute their time and energy to the Club, we simply would not exist. Your contributions help to make the Kanata Sailing Club a safe, fun and friendly space for us all. This Checklist is intended to guide you through your day. Like all checklists, it only covers the basics and the most obvious. If you are concerned about anything, please contact the Site Director or someone from the emergency contact list, which you can find in this binder. If you see something that isn't an emergency, but "looks like something that needs gettin' done", then by all means, do it! Thank you!

Please Sign In: Name: _____ **Date:** _____ Morning / Afternoon

Note:

- Having switched from an *all-day* Duty Day to a *half-day* shift, some of the tasks apply only to the start of the morning shift and the end of the afternoon shift.
- When unlocking the combination locks, always spin the dials so the 'open' combo isn't indicated.
- Please submit a reimbursement form for any expenses you incur.
- Emails to the Site Director are sent to ksc.site@gmail.com.

Safety First:

You may or may not be the first person at the Club today. Check the Tag Board and the Sign-out Log to see if anybody is on the water.

If anyone signed out the previous day, and has not signed back in, look for their boat on the beach. If the boat is back, then sign it back in and return the tags on the board. If the boat is not back, contact someone on the Emergency Call List immediately. It is located in the Emergency Plan within this binder.

Power Boats:

1. Verify The Mooring Whips Setup For The Green Powerboat.

Ensure that it is rigged as per the *Mooring Whips - How To Use* document.

2. Check the gas fill level in the Outboard motor tanks.

The tanks and safety kits are stored on the beach in the *gas hut* at the base of the boat ramp, on the Laser/Albacore side of the beach (or in the main gas shed). Please ensure that the tanks are at least ½ full. Additional gas is stored in the gas shed. If we're low on gas, refer to the *Gasoline for the Club Outboard Motors* document and purchase more gas. Our outboards are 4-cycle therefore - Do not mix oil with the gas. Also, the outboards use only gas that contains no ethanol.

Note: The following steps are not applicable for a powerboat that is on the beach.

3. Install the tanks in the Power Boats.

4. Load the safety boxes in the Power Boats.

5. Check the First-Aid kits.

6. For both boats, confirm that the rear transom plug is in place.

- Green boat (Corinne)

- Princecraft/Mercury boat (if on the beach then leave drain plug open)

7. **Ensure that the motors start and run as expected.**

You can take them for a spin to be sure (if you have your *Pleasure Craft Operator Card*).

Getting the Clubhouse Ship-Shape:

OK, so now you know that there are no emergencies and the power boat is all ready to go if needed. Time to clean up the Clubhouse!

8. **Ensure that both Clubhouse doors are unlocked.**

9. **Document binders on the clubhouse desk.**

- 9.1. **Duty Day Binder.**

Confirm that there are additional blank pages there for the next Duty Day crew.

- 9.2. **Boat Repair / Maintenance Log Binder.**

Confirm that there are additional blank pages in the front of the binder.

10. **Water Cooler bottles.** If we're down to less than 4 bottles then please notify the Site Director.

11. **Kitchen Area**

Tidy up the counters, cabinets, drawers and notify the Site Director if we're getting short on:

Garbage bags / Cups (large / small) / Coffee / Tea / Sugar / Plastic Knives, Forks, Spoons / Plates / Ketchup / Mustard / Relish / Mayonnaise.

12. **Fold up any dry hanging sails and put them away.**

13. **Tidy up any empty bottles, glasses, etc.**

14. **Sweep the floor and front stairs; wash the floor, if required.**

15. **Tidy up the outside Deck area.**

16. **Put all surplus tires that are in the yard with the others behind the clubhouse.**

17. **Pick up litter in the yard, around the outside of the clubhouse, deck and beach.**

18. **Check the level of the propane tank and note it here _____%.**

If the level is less than 20%, please notify the Site Director.

The tank is the big green cylinder outside the Clubhouse (north-west corner of the building). The gauge is under the small, metal removable cover.

19. **Clean and check the operation of the BBQ.**

Clean the BBQ utensils. Clean the the drip tray, if required and ensure that it is in place. Please use a crumpled ball of tinfoil to clean the grills. If there is a problem with the BBQ, please notify the Site Director.

Next to the safety boats and sailboats, the BBQ is the most important piece of equipment at KSC! 😊

20. **Tidy up the workshop.**

21. **Prune/Trim/Cut the vegetation.**

This includes the lawn, the parking area, along the fence, the route down to the beach and the driveway.

22. **Tidy up the sail storage areas.**

This includes the Opti rigs, Laser bags, Catamaran bins. Also please ensure that the correct masts, booms, and sail bags are on the corresponding labelled racks.

Throughout the Day:

23. **Maintain an awareness of which boats are out on the water and keep an eye out for any boats in trouble.** **Note that Yellow Tag sailors require a Guardian to be watching while they are sailing.**

24. If any visitors drop by the Club, please tell them how much fun our low-cost, co-operative club is; give them a tour of the place; show them the fee schedule and refer them to the web site for more information. If they leave any contact information, please provide it in the report section below.

The end of your shift:

Everyone wants to know, “when am I done?” 😊 1:00 P.M. if the morning shift and 5:00 P.M. if the afternoon.

25. **Deal with the recycle box (afternoon shift).**

If not too onerous, please take the contents of the Blue box home with you for recycling. If it is too wet & messy then (sorry to have to say this) feel free to put the contents into the trash :-)

26. **Take out the trash! (afternoon shift)**

Wrap up all the garbage and put out fresh bags (located in the counter cupboards). There are bins on the deck, in the Clubhouse and in the tool-shed. All of it goes to the YMCA camp garbage dump site – please refer to the map in the Duty Day binder.

When taking garbage to the Y's garbage bins, be aware that there can be raccoons in the bin.

27. **Put the power boats to bed. (afternoon shift)** If not already done by the instructors, then this is your responsibility.

- 27.1. **Ensure that the power boats are secure with the motors out of the water.**

Note that the boats will sink if the rear transom plug is open. The green boat has a battery-powered, solar-charged, water pump.

- 27.2. **Lock the gas tanks and safety boxes in the (beach) gas-hut.**

- 27.3. **Return the boat key to the Clubhouse.**

28. **If you are the last one out, lock up on the way out.**

This includes the beach gas hut, main gas shed, tool-shed, sail-shed, clubhouse and gate. If you are not the last one out, tell someone that you are leaving so they will know to close up.

When locking the locks, spin the dials so the 'open' combo doesn't show.

29. **Report anything that needs special attention here:**

If reporting a boat-related problem or repair, please report it in the Boat Maintenance Log book on the page for that boat.

For Site-related problems, please also notify the Site Director by email ksc.site@gmail.com

You're Done! Thanks again. Next time you come out to the Club, and the place is looking ship-shape and running smoothly, you'll know it was because of members like you 😊