

## Kanata Sailing Club - Duty Day Shift Checklist

v2017-07-14

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. If you find a partially completed Morning Duty Day Checklist and you are doing the afternoon shift, then feel free to continue completing the first checklist.
- 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](mailto: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. **Ensure that the green powerboat is moored properly as per the mooring whips instructions.**   
The instructions are in the powerboat safety box, the Duty Day binder and on the club web site under *Duty Days and Site Resources*.
2. **Check the gas fill level in the Outboard motor gas 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 gas 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 gas tanks in the Power Boats.**
4. **Load the safety boxes in the Power Boats.**
5. **First-Aid kits:** Check that the First-Aid kits are present in the powerboat safety boxes.
6. **For both boats, confirm that the rear transom plug is in place.**
  - Green boat (Corinne)
  - Black Princecraft/Mercury boat (if on the beach then leave drain plug open)
7. **For the boat(s) in the water, ensure that the motors start and run as expected.**

### Getting the Clubhouse Ship-Shape:

8. **Unlock both Clubhouse doors.**
9. **Ensure that all combination locks are open but that the 'Open' combination numbers are not showing - especially at the front gate.**
10. **First-Aid kits:** Check that the First-Aid kits are present: one hanging on the wall outside the clubhouse 'office' room and a portable one on the table in the 'office' room. Note that the main cabinet is on the wall in the 'office' room
11. **Document binders on the clubhouse desk.**
  - 11.1. **Duty Day Binder.**  
Confirm that there are additional blank pages there for the next Duty Day crew.
  - 11.2. **Boat Repair / Maintenance Log Binder.**  
Confirm that there are additional blank pages in the front of the binder.
12. **Water Cooler bottles.** If we're down to less than 4 bottles then please notify the Site Director.
13. **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.
14. **Put away any hanging sails that are dry.**
15. **Check the operation of the phone by placing a test outgoing call (not just that you hear a dial tone).**
16. **Sweep the floor and front stairs; wash the floor, if required.**
17. **Tidy up the outside Deck area.**
18. **Put all surplus tires that are in the yard with the others behind the clubhouse.**
19. **Pick up litter in the yard, around the outside of the clubhouse, deck and beach. Remove any stones you may find in the yard - they can damage the lawnmower blade.**
20. **Check the level of the propane tank and note it here \_\_\_\_%.**   
The tank is the big white cylinder outside the Clubhouse front door. The gauge is under the cover.  
If the level is less than 20%, please notify the Site Director.
21. **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.
22. **Tidy up the workshop.**
23. **Prune/Trim/Cut the vegetation.**   
This includes the lawn, the parking area, along the fence, the route down to the beach and the driveway.
24. **Tidy up the sail storage areas.**   
Ensure that the correct masts, booms, and sail bags are on the corresponding labelled racks.

### Throughout the Day:

25. **Maintain an awareness of which boats are out on the water and keep an eye out for any boats in trouble.**  **Skippers must have a Blue (or Red) Tag. Refer White Tag sailors who want to check out a boat to the Training Director. Yellow Tag sailors require a Guardian to be watching while they are sailing.**

26. 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.

**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.

27. **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 :-)

28. **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.

29. **Ensure that the power boats are secure. (afternoon shift)**

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

29.2. **Ensure that the green powerboat is moored properly as per the mooring whips instructions.**

The instructions are in the powerboat safety box, the Duty Day binder and on the club web site under *Duty Days and Site Resources*.

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

29.4. **Return the boat key to the Clubhouse.**

30. **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.

31. **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](mailto: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 😊