



# PACK-UP PROCEDURE

## CLUBHOUSE

- Wipe clean the bar tables and move them and the stools back inside Clubhouse (cloths & spray under Canteen sink).
- Sweep the balcony.
- Vacuum the Clubhouse carpet if required.
- Lock the men's & women's toilets outside back of Clubhouse.
- Retrieve sponsor's banners from the balcony railing, roll them up and return them to the labelled cabinet inside Clubhouse.
- Empty garbage from all bins (including small toilet bins) into red-lid council bins.

## GROUNDS

- Collect traffic cones and 'No Stopping' signs along the garden side of the driveway (return both of these items to the women's toilet outside near the gate).
- Collect 'No Alcohol Past This Point' sandwich boards from near both zebra crossings and put back inside Clubhouse.
- If any garbage is contaminating the small recycling bins, empty this into red-lid council bins.
- Collect all bins and put them back in the bin cage and lock cage. Leave one red-lid bin out for use during the week.
- Lock change rooms near gear shed.

**All keys needed are in the clubhouse lock box.**