

CVCC Checklist for Sunday Sessions

Generally

- The Club is responsible for cleaning after their sessions and disposal of rubbish produced during the session.
- The whole Barn should be left “better than found”.
- Any issues please report ASAP to Club Committee.

On Arrival

- Barrier padlock; secure padlock closed to ‘open’ post.
- Check that Changing / Toilets / Kitchen all functioning, clean and tidy.
- Check rinsing butt is topped up with clean water.
- Have sign-on sheets / pens / notices etc ready on front desk.

Whilst on the Water

- If Barn is to be unoccupied ensure all doors are locked (including container).
- Even if someone remains in Barn, lock Front door.

End of Session

- All boats and kit used during the morning are to be rinsed, drained and put away in the appropriate place.
- Slipway clear, hose coiled and water off.
- Training Room. Kitchen clean, tidy with all washing-up done and put away.
- Sheets from morning sessions locked in safe.
- Toilets / Changing. Clean and ensure floors are free from surface water – use squeegee.
- All areas. Clear and bag up any rubbish.

On Leaving

- Container and side area padlocked.
- Back sliding doors bolted and padlocked.
- Windows closed.
- Heaters and dehumidifiers off.
- Lights off.
- Take ‘Club’ rubbish away for disposal.
- Training Room window blind down and door locked.
- Front door locked.
- Car park clear.
- Barrier locked.

Security is most important – Please double check!