



Standard Operating Procedure

Securing Broadmeadows Facility

Ownership & Applicability

Person responsible for update of this procedure:	Dinghy Sailing Secretary
Responsible for Activity:	Sailing Secretary or other nominated person, Race Officers (OOD).
Applicable to:	All Activities at BM

Approval

Drafted / Revised	Approved	Revision	Effective from
Garret Donnelly		A	July 2013
D.S. Moore Somers	Graham Smith	O	May 2014
Niall Gallagher	Deirdre Moore-Somers	1	May 2016
Ciaran O'Reilly	Matt Ryan	2	May 2018

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

1.0 Closing Up Broadmeadows: Please carry out these tasks in the order shown here.**1.1 Storage Containers**

There are 4 containers to be locked:

1. The Green Container (the key is kept in the blue engine container on left by alarm keypad (always ensure the key is returned to this location)
2. Windsurfer container (using Kona Key)
3. Engine Container (0 # 4 code to set alarm on exit and 7114 or "TACK" to disable on entry) (Black key stored in OOD box)
4. Fuel-store (E key stored in OOD box)

**PLEASE ENSURE THE ENGINE CONTAINER KEY & THE FUEL-STORE KEY
ARE RETURNED TO THE OOD BOX UPSTAIRS IN THE OFFICE**

1.2 Clubhouse (Master Door Key and 2 shutter keys required RED & GREEN)Upstairs.

1. Make sure all windows are closed tight.
2. Ensure all lights are turned off.
3. Check nobody is left in upstairs kitchen / equipment storeroom, HVAC room or office. **Call out.**
4. Lower the shutters in the main room, the office and the big window by the stairs (ref attached sketch for keys and keyhole locations).
5. Lock the main room door and the upstairs office door.

Downstairs

1. Make sure the kitchen is left clean and tidy, put on the dishwasher if necessary.
2. Turn OFF the Burco.
3. Ensure the floor has been swept the floor to remove all grit and excess water using equipment located and should be returned to the press just inside door in disabled toilet.
4. Make sure all the benches have been returned indoors from the foreshore.
5. Make sure all windows are closed and locked and that the glass doors facing the foreshore are dead-bolted (pull up the handle of glass doors to deadbolt- no key is required).
6. Lower the shutters for the seaward doors and windows (ref attached sketch for key numbers and keyhole locations). (Red Key)
7. Lower the shutter in the office. (Green Key) This is operated from inside the office.
8. Do not lock the downstairs office door or the door to the main room.
9. Lower the shutters on the big window near the front door. (Green Key)

10. Before locking the front door, ensure the building is empty. Knock loudly on the changing room doors, call out loudly and wait before entering to check.
11. Lock the front door (2 locks).
12. Lower the shutter on the front door. (Green Key)

OUTSIDE

- 1.3 **External Areas of the Pen, Grass Area & Parking Area** - (Pen Key required)
 1. Pull the chain link across the two entrances to the green field on the foreshore and lock.
 2. Close main gate to foreshore with padlock.
 3. Close main gate between the access road and the pen with padlock.
 4. Also ensure the gate to the Swords end of the pen is locked.
 5. Close main gate to the road with padlock. On these two gates(4+5) the locks should be attached to the second lock on the chain and not the chain itself so that opening either lock will open the chain. (The second lock belongs to one of our tenants.)
 - END