

Officer of the day Checklist

Morning Duties

Boston Whaler

- Get Whaler key from Officer of the Day locker and place into Whaler Ignition. The brass key on Yamaha key chain will fit all Whaler related locks.
- Check the gas level. If less than ½ full – fill from the EYC fuel cans (No Mix) or arrange to have the tank filled.
- Ensure Whaler is on the rack and that the rack is fully raised
- Ensure the paddle, bailer are in the Whaler
- Visually check the boat but leave it on the boat rack.
- Leave the shed unlocked for the day.

Clubhouse Inspections

- Post your name – as officer of the day on the board at the front door.
- (Saturday) Raise the Canadian flag (stored in the Officer of the Day locker).
- Unlock the front door of the clubhouse.
- Restock club brochures at the front doors. (more brochures are in the storage locker above the OD locker).
- Restock bathrooms with soap, paper towels and toilet Paper. . (supplies are in the storage locker above the OD locker).
- Empty garbage. Insert new plastic bag.
- Ensure kitchen is in good order.
- Remove BBQ and place on deck.

Day Duties

- Empty all garbage cans on the grounds into the bin by the road allowance.
- Store all bottles and cans in the bin in the store room.
- Check the parking lot. (Visitors should park in the parking lot – not Hurry Inn lot)
- Patrol the dock and check mooring lines. (check often in an Easterly).
- Fishing – and non members or their guests are not allowed on the docks.

Evening Duties

Boston Whaler

- Ensure Whaler is on the boat rack and the rack fully raised.
- Return Whaler key to locker.
- Transfer paddle, bailer from the Whaler to the shed & lock the shed.
- Visually check the boat.

Clubhouse Inspections

- Restock bathroom with supplies
- Collect all garbage and deposit in bin.
- (Sunday) return Canadian flag to OD locker.
- Return BBQ to the shed and lock shed.
- Lock Clubhouse doors.