**Opening/Closing Procedures.**

**Opening: 8am** Mon-Thurs, **6am** Fri-coaches(if training on, need to check this Thurs nights with Daniel G 087 9950201)**7.30am** Sat(for Unislim), **9am** Sun(for Calvary Church, but check AceBook for 1st court booking in case earlier than that)

* Unlock front door and turn off alarm(code 2468). Unlock the 2 toilet doors.
* Empty bins from both bathrooms into big bin behind vending machine
* Katalin(cleaner) there 8am Monday mornings

**Closing:** **9pm** Mon & Wed-Sat night, Sunday night card players lock up, Tues night lads lock up Tuesdays (if playing, would need to check this)

* All internal doors must be closed to prevent fire spreading
* Windows in all toilets/dressing rooms to be shut
* Make sure taps are not running
* Flush toilets

**Lock following doors:**

* Middle glass outer door in hall
* Back door in hallway(access to outdoor seating area)
* Both toilet doors
* Both office doors
* Door to bar and internal door
* Half doors in bar also
* Outside toilet door
* Outside dressing room door
* Front door (& set alarm, code 2468)
* Gates to courts to be closed (if no-one is playing)
* Outer gate to club to be locked with padlock (code 2468).
* If at 9pm players are still on court, check if anyone needs to use bathrooms, then lock & alarm clubhouse. Ask one of the players to close outer gate and put on padlock (code 2468) when they are leaving.
* **Key** to doors in lockbox on outer wall beside air conditioning units (code 2468). Return key to lockbox after using.

**Opening/Closing Rota Teams(roll-over):**

**Team 1 :** Alma, Paul, John F, Grainne (Mon 1st – Sun 7th April)

**Team 2:** Emer, Tony, Patrick (Mon 8th – Sun 14th April)

**Team 3:** Kevin, John O’M, Niamh (Mon 15th – Sun 21st April)

**Team 4:** Fiona, Noreen, James (Mon 22nd – Sun 28th April) and so on......