



Battleyford Sporting Club



www.battleyford.co.uk

Procedure for Keyholders Opening the Clubhouse

This procedure will take time, but this is time well spent as it must be remembered the Clubhouse is a half million pound investment for all concerned at Battleyford SC and the wider community.

On opening the main door, in the entrance lobby

- Check and disarm the alarm system
- Check the fire alarm system

On entering the Main Hall

- Check for any visible problems and signs of damage
- Raise the window shutter to allow viewing
- Raise the outer shutter to allow access through the fire escape door
- Raise the outer shutter to allow access to and from the storeroom with nets and portable goalpost etc
- Check the male and female toilets and note any damage or lights left on etc.
- Check the kitchen area for damage or appliances or lights left on etc

On entering the Changing area corridor

- Check for any visible problems or sign of damage or lights left on etc

As you make your way along the corridor towards the far entrance door ...

- Check each changing room in turn for visible problems or signs of damage or lights left on etc
- Check keys are available for all changing rooms
- In changing room 2, the r/h toilet cubicle, turn on the stop tap to allow the water supply for the exterior boot cleaning facility
- Finally, open the outer shutter to allow access for players and officials

All Problems should be dealt with if possible at the time, and in all cases reported to the Committee at the earliest opportunity.

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