

Summer Officer of the Day Report

Date: _____ Duty Officer: _____ Sign In: _____

Sign Out: _____

Duties:

- | | |
|---|---|
| <input type="checkbox"/> Confirm duty is today | <input type="checkbox"/> Check Pump Out |
| <input type="checkbox"/> Review O/D duties | <input type="checkbox"/> Check Perimeter fence |
| <input type="checkbox"/> Call O/D for next shift | <input type="checkbox"/> Check operation of security gates |
| Next O/D date: _____ | <input type="checkbox"/> Take down flags at sunset |
| OD name _____ | <input type="checkbox"/> Check A-Frame |
| Phone number: _____ | <input type="checkbox"/> Check boat moorings |
| (see members' list for other numbers) | |
| <input type="checkbox"/> Check Visitor Log/ return keys | <input type="checkbox"/> Ensure all doors are locked at end of shift |
| <input type="checkbox"/> Record number of visitors | <input type="checkbox"/> Ensure lights are turned off at end of shift |
| <input type="checkbox"/> Check Club House | <input type="checkbox"/> Put the garbage from kitchen and at BBQ's, out into the bins |
| Washroom Inspection | ☺ Ensure outside bins are put away |
| Kitchen Inspection | |
| Laundry Room Inspection | |

Comments:

O.D. Signature

Emergency Numbers

Fire/Ambulance: 911

Police: 416-808-2222

Police Marine Unit: 416-808-5800

Coast Guard: 416-973-2162

LSYC: 416-255-3701

OD duty questions call Environment Director

Important issues call Commodore

See Executive list on side of mail slot cabinet

Members on overnight trip or longer please move boat's magnetic name tag on white board from regular slip location to right hand box section. Write intended departure & return date. This will assist staff & others in locating temporary slips for guests