

Winter Officer of the Day Report

Date: _____

Duty Officer: _____

Duty Officer: _____

Sign In @ _____ Sign out @ _____

Duties:

Call O D for next shift (see OD Calendar):

Name: _____

Name: _____

Phone no. _____

Phone no. _____

___ Review O/D duties

___ Check that security gates are operating

___ Check the clubhouse for problems:
plumbing, electrical, heating
garbage out, recycle bins out

___ Check all the perimeter fence 1x/hr.

___ If snow, shovel the porch area

___ No electrical cords in the power board

___ Washroom inspection:

___ Ladders are secured to the cradles or fence

- Clean

___ A Frame is locked

- Supplies in place

- Check the taps and pipes

Upon completion of duties:

___ Check Kitchen

___ Leave heat on as labeled

- Clean

___ All lights are off

- Taps off

___ All gates are secure and functioning

- Dishwasher is empty

___ Ensure the clubhouse/ doors are locked

___ Replace the flashlight

___ Ensure all the windows are locked

___ Ensure the Wheelhouse doors/windows are locked

Comments:

Signature O.D

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