

# Opening Weekend Checklist

## Clubhouse (2 people)

- Vacuum
- Wipe Counters
- Clean Toilets
- Check that toilet paper, paper towel and First aid Kit are fully stocked
- Test smoke detector
- Clean windows if dirty
  
- Check age of fire extinguisher

## Water (1-2 people)

- Order water (prior to Opening Work bee) – Call Aquarius Water and open the gate for them when they are coming
- Install Water Pump

## Boats & Dock

- Move Dinghies to the lower compound (as many people as possible)
- Unwrap Cruisers (Can wait till mast raising following weekend, lower priority)
- Run boat motors (check off as done):
  - 8 HP Johnson 2 Stroke
  - 2.5 Hp 4 stroke
  - 15 HP Yamaha
- Dock Installation (2-4 people)

## Yard Maintenance

- Grass Cutting as needed
- Weed Control
- Check over mowers for any needed maintenance
  - Check Oil
  - Check tires
  - Clean out undercarriage (dirt and old grass) (disconnect spark plug prior to doing for safety)
  - Check air filters
  - Check if blade is still sharp

## Other Items:

- Check Roofs for any leaks/wear
- Look over boards on deck for any that may need replacing
- Any work that may be needed on boats
- Mast raising
- Clean and tidy Garage and Masthouse & identify needed parts and supplies
- Look for nails sticking out on deck.

look for the boat trailer near the garage to put Morrows boat on.

Moving club sign to other side of property entrance.

Focus on cleaning up the McGregor

Move items from the clubhouse as needed for work to be done on the clubhouse.

# Closing Weekend Checklist

## Water

- Remove Pump-bring into Regina to store somewhere warm
- Drain water lines
- RV Anti-Freeze in lines
- Winterize pump in masthouse.

## Boats & Dock

- Move Dinghies to upper compound (as many people as possible)
- Remove club Ramp and Dock (3-4 people)
- Wrap club cruiser in tarp (2 people)

## Yard Maintenance

- Fuel stabilizer in lawn mowers fuel and Boat motors
- Remove old gas in jerry cans
- Remove battery from riding garden tractor

## Other

- Walk around looking for any last-minute maintenance needed on the roof prior to winter.
- Ensure buildings and compounds are locked and secure
  - Including the west-facing back door
  - All "opening" windows in the clubhouse locked and slider-tracks blocked with dowels or 1"x1" lengths of wood - including the small bathroom window
- Put fresh dryer sheets around clubhouse
- Check that safety boxes are full and accounted for (5) (one may be in Regina)
- Check Deck for any nails sticking out

Pull Sails on Wascana Boat in from Wascana

Grippy Tape on stairs

\*\* Look into what is causing issue in 2nd washroom(room with window) - paint peeling on the ceiling\*\*

# Ongoing to-do's

-mark the gas tanks

-label cupboards in garage

-clean up front of garage

-Mark rock in ground or remove that people hit with mower