

| EXCO assigned supervisor | Mooring Group or work team    | Team Leader         | Pre-season  | Pre-lift-in WP (Pri 1 : docks, Pri 2 : work teams)   | Lift-in   | Post-lift-in WP Pri 1 : Work Teams   | Season   | Pre-lift-out WP  | Lift-out  | Post-lift-out WP  | Post-season   |
|--------------------------|-------------------------------|---------------------|---|--|---|--|--|--|---|---|---|
| RC Yacht                 |                               |                     |   | - Confirm measurements of boat layout  | - Confirm cradle storage plan                     |  |  | - Confirm boat storage plan                                      |   | - Check cradles and stands for stability<br>- Take measurements of boat layout  |   |
| FC Sail                  |                               |                     |   | - Confirm Med-mooring individual lines setup   |   |  | - Store mast stands off tender rack area<br>- Confirm seaworthiness of sailboats   | - Coord masts unstepping timings                                 |   | - Confirm Med-mooring lines removal   |   |
| FC Power                 |                               |                     |   |  |   |  | - Confirm seaworthiness of power boats   |  | - Coord launch ramp timings                     | - Coord trailer boat storage (end of day Sunday)  |   |
| SSD                      |                               |                     |   | - Pick-up PSP Rhib   |   |  | - Manage LTS activity  |  |   | - Return PSP Rhib   |   |
| RC Property              |                               |                     | - Confirm Honey Wagon and chem toilet contract                                  |  |   |  |  |  |   |   |   |
| SSD                      | A dock (Dinghies, O&P and MB) | Nelson May          |   | - PRI - Move dinghies to A berm and rig<br>- Setup tender ramp<br>- Inspect MB<br>- Prep A dock  |   | - Perform dinghies functional checks and repairs<br>- Move Tender rack in place  | - Maintain dinghies  | - Prepare dinghies for storage<br>- Store tender rack for winter |   | - Move dinghies to clubhouse<br>- Remove tender ramp<br>- Remove MB lines<br>- Install winter MB  |   |
| Maint Coord              | B dock                        | Rick Duncan         |   | - Clamp finger docks ramps<br>- Tight finger docks chains  |   |  | - Maintain dock (less utilities, safety eqpt, safety ladders and underwater chains)  |  |   | - Remove finger docks ramps<br>- Loosen finger docks chains   |   |
| Maint Coord              | C dock                        | Fred Wilson         |   | 6 to 8 pers<br>- Clamp finger docks ramps<br>- Tight floating docks chains<br>- Install ramps to floating docks<br>- Supervise setup Med-mooring lines by owner<br>- Attach electrical cables to ramp  |   |  | - Maintain dock (less utilities, safety eqpt, safety ladders and underwater chains)  |  |   | - Remove finger docks ramps<br>- Loosen floating docks chains<br>- Remove ramp to floating docks and support electrical lines<br>- Remove Med-mooring lines   |   |
| Maint Coord              | D dock                        | James Bagshaw       |   | 6 to 8 pers<br>- Tight floating docks chains<br>- Install ramps to floating docks<br>- Supervise setup Med-mooring lines by owner<br>- Attach electrical cables to ramp  |   |  | - Maintain dock (less utilities, safety eqpt, safety ladders and underwater chains)  |  |   | - Loosen floating docks chains<br>- Remove ramp to floating docks and support electrical lines<br>- Remove Med-mooring lines  |   |
| Maint Coord              | E dock                        | Dominic Poirer      |   | - Float in E dock<br>- Setup E dock ramp   |   |  | - Maintain dock (less utilities, safety eqpt, safety ladders and underwater chains)  |  |   | - Brace finger docks<br>- Remove E dock ramp<br>- Mark corners with concrete blocks<br>- Float dock away  |   |
| RC Property              | Contracts O                   | Glenn Dennis        |   |  |   |  |  |  |   |   |   |
| RC Property              | Infrastructure                | Phil Parent         |   | - Verify launch ramp docks<br>- Tight Breakwater chains<br>- PRI - Confirm B & C docks finger docks chains<br>- PRI - Inspection of Med-mooring chains and MB chains<br>- Setup courtesy dock<br>- Loosen Log Booms<br>- PRI - Move blocks as required |   | - Verify mast crane<br>- Prepare Honey Wagon for season<br>- Install Breakwater weather station<br>- Install shipwreck markers | - Maintain collective docks (less utilities, safety eqpt, safety ladders and underwater chains)<br>- Empty Honey Wagon as required<br>- Empty portable toilet as required<br>- Inspection of Med-mooring chains and MB chains<br>- Inspection of breakwater<br>- Maintain Log Booms<br>- Maintain staircase<br>- Inspect pins on floating docks joints | - Remove shipwreck markers                                       |   | - Prep A dock for winter<br>- Prep launch ramp docks for winter<br>- Secure mast crane for winter<br>- Prepare club boats for winter<br>- Prepare Honey Wagon for winter<br>- Secure log boom for winter<br>- Loosen breakwater chains<br>- Remove breakwater weather station<br>- Brace courtesy dock with C/D docks | - Prepare club boats for winter                                     |
| Entertainment O          | Club House                    | Kent Morris         |   | - PRI - Prep GM setup<br>- Plug and check all appliances<br>- Start ICE machine<br>- Prepare BBQs  |   |  | - Maintain Club House area to include Club House gazebo<br>- Maintain indoor and outdoor Furnitures and appliances (to include BBQ) in Club House, on Club House deck and on D dock gazebo<br>- Maintain D dock gazebo   |  |   | - Unplug and winterize all appliances<br>- Winterize ICE machine<br>- Store BBQs<br>- Stack furnitures<br>- Install mouse traps<br>- Winterize pipes and sewers<br>- Water to be closed by RP Ops   |   |
| RC Property              | Grounds                       | James Michalopoulos |   |  | - Mowing of grass prior cradle storage for summer | - Cleaning vegetation along fence  | - Maintain upper and lower yards<br>- Setup and maintain flower beds<br>- Lawn mowing<br>- Maintain fences (i.e. branches)<br>- Manage garbage & recycling   | - Mowing of grass after cradle setup for winter                  | - Mowing of grass prior boat storage for winter |   |   |
| RC Property              | POL, HAZMAT & Engines         | Chris Durham        | - Confirm all club small engines are operational                                | - Check hazardous waste containers<br>- PRI - Prepare club boats for season  |   |  | - Dispose of hazardous material as required<br>- Confirm availability of spill kits<br>- Keep propane tanks and club fuel mix available<br>- Service all club small engines as required<br>- Service all club boats as required<br>- Maintain various yard eqpt  |  |   | - Dispose of hazardous material as required<br>- Winterize all club small engines   | - Winterize all club small engines                                  |
| RC Property              | Duty Shack & First Aid        | Chris Eggink        |   | - Prepare duty shack for season<br>- Install fire points<br>- Install First Aid stations and AEDs<br>- Install rescue ladders<br>- Install rescue eqpt   |   |  | - Maintain upper and lower yards<br>- Setup and maintain flower beds<br>- Lawn mowing<br>- Maintain fences (i.e. branches)<br>- Manage garbage & recycling   |  |   | - Winterize duty shack<br>- Remove fire point and install temporary fire point in duty shack<br>- Remove first aid stations, rescue ladders and rescue eqpt   |   |
| RC Property              | Tools & Utilities             | Murray Caldwell     | - Open all water outlets and electricity for season (including link-up with CE) | - PRI - Manning of Toolcrib  | - PRI - Manning of Toolcrib                       | - PRI - Manning of Toolcrib  | - Maintain Seacan order<br>- Maintain club House stores and building supplies  | - PRI - Manning of Toolcrib                                      | - PRI - Manning of Toolcrib                     | - PRI - Manning of Toolcrib<br>- Prep water hoses and faucets for winter<br>- Blow out water lines with compressor<br>- Close all electricity on docks  | - Remove all water perishables from premises before winter freezing |
| IMO                      | IT & Security                 | Joseph Guay         |   | - Confirm WI-Fi is operational for season  |   |  | - Maintain WI-Fi system<br>- Monitor physical security<br>- Key-in pers to Duty Shack electronic KeyPress  |  |   |   |   |



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|  | plan quinquennal                   |  |  |
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|  | Work team vests (aircraft carrier) |  |  |
|  | Add flares disposal                |  |  |