



## OPENING/CLOSING PROCEDURE

# BRIGHTON SECONDARY COLLEGE

NOTE: Stadium Access for MBA members Monday – Friday is from 4.30pm – 10pm ONLY.

**DO NOT ACCESS THE STADIUM PRIOR TO 4.30pm.**

**NOTE: If you are the last coach in the stadium you MUST lock up, even if you know there is a team training after you. If players have arrived to train and their coach has not arrived you MUST ask the players and parents to wait outside in the carpark or courtyard until their coach arrives. You must then lock up as per below instructions and return the key to the lockbox.**

**\*\*\* PLEASE NOTE THAT THE WHITE SWIPE CARD HAS BEEN REPLACED WITH A BLUE FOB ATTACHED TO THE KEY RING\*\*\***

### Opening Procedure:

1. Collect **keys** from lock box located near the stadium entrance from the carpark, there are a couple of water tanks that are fenced to the left of the stadium entrance green door. The lockbox is attached to the base of the wire fence closest to wall (see photo below for location). To receive the lockbox code please call Anita on 0423792669 (this MUST NOT be given to anyone other than the RESPONSIBLE ADULT opening and closing).
2. Open stadium entry from carpark (green door) near theatre end of Marriage Road using the blue Fob.
3. Turn lights on which are straight ahead on the wall (no need to do the top one).
4. Unlock the door that leads to the courts using the same blue swipe fob which opens the external door. Red light is locked, and green light is open
5. Swipe the smaller fob attached to the keyring across the alarm. The alarm is just inside the stadium on the left-hand wall mustard wall. (Red light = alarm on; green light = alarm off). Swipe fob to alarm stadium (red light = alarm on; green light = alarm off). Grey alarm box is located on the mustard wall next to the blue fitness room door.
6. Air con - Use the key to turn on/off air-con, the control panel is located on the wall past the storeroom. \*It is evaporative so you must open the door to the courts.
7. To adjust the ring height, there is a box attached to the wall behind each ring. Use the key in the box to adjust the ring height.
8. To adjust the divider, there is a box attached the far wall opposite the entrance. Use the key in the box to adjust the divider.
9. Return keys to lockbox once Stadium has been opened and the alarm disarmed. Please don't place keys in fire hydrant box in stadium, they must be returned to lockbox during your training session.



**Closing Procedure:**

1. Collect keys from lockbox to lock up.
2. Ensure all rubbish is cleared away into bins and the courts are tidy.
3. Check toilets – and remove rubbish
4. Turn off air-con and make sure all doors that were opened have been locked
5. Ensure roller door and sliding door inside court area are locked
6. Close and lock storeroom
7. Swipe smaller fob to alarm stadium (red light = alarm on; green light = alarm off). Grey alarm box is located on the mustard wall next to the blue fitness room door.
8. **Close and lock internal entry doors leading into the court area from the foyer. Lock top and bottom bolts on glass door- move carpet rug if it's covering the bottom bolt opening and lock door using the fob- the light will turn red.**
9. Ensure all glass doors are locked that lead out to courtyard- bolt doors
10. Close main entrance door (this will lock when closed)
11. Return keys to lockbox
12. Text Message Anita that stadium has been lock 0423792669

Location of lockbox





Location of alarm

Use black fob to turn alarm on/off



Use Fob to lock and unlock external and internal doors

