



OPENING/CLOSING PROCEDURE CARNEGIE PRIMARY SCHOOL

NOTE: Due to After School Care, MBA's License Agreement starts at 7pm mid week
DO NOT ACCESS THE STADIUM PRIOR TO 7PM.

Opening Procedure:

1. Collect keys from lock box located on fence next to entrance gate (lock box on the ground almost, code for the lock box will be sent to the first coach and last coach of each day via a text request to Anita Ledger 0423792669. Please state your name, club and session day/time for the code to be sent to you. Under no circumstances should the code be given to anyone else. You are responsible for the key when in your possession and you must hand to the next coach.
2. Unlock gate
3. Unlock front stadium doors
4. Turn off alarm using fob (alarm pad is located on the wall near the disabled toilet (near canteen area) Green = off
5. Turn on lights located next to canteen area
6. Ensure the external doors from the toilets are kept locked
7. Score board controller is located in box behind wall next to grandstand (right near entrance)
8. Plug scoreboard controller into battery pack (located in box with controller) turn on

Closing Procedure:

1. Close all windows and check external toilet doors are locked
2. Turn off scoreboard
3. Place scoreboard controller and battery pack back into box next to grandstand
4. Clean up all rubbish into bins
5. Turn off lights (including bathroom lights)
6. Check all doors are closed and locked
7. Turn on alarm using fob Red = on
8. Lock ALL doors to the stadium
9. Lock entry gate
10. Return keys to lock box on fence. Please ensure the number combination on the lock box is changed when lock box is closed so it cannot be easily opened.

Any queries please phone General Manager Anita Ledger 0423792669