

# Remuera Bowls and Bridge Inc.



## Bridge Room Opening & Closing Procedures

This checklist ensures the bridge rooms at 273 Remuera Road are consistently maintained, secure, and ready for members.

### Opening Procedures

- Deactivate Alarm: Enter the security code at the keypad located by the main entrance.
- Unlock Premises: Retrieve keys from the lock box using the designated code and unlock all necessary entry points.
- Natural Light: Open all blinds to ensure the room is bright and welcoming.
- Climate Control: In winter turn on the heating to a comfortable temperature for arriving members. In summer open all of the doors for cross breeze.
- Kitchen Prep: Ensure the morning tea or coffee self service station is ready – dish for used teabags, jar filled with water for used teaspoons, plate topped up with new teaspoons, milk jug, enough teabags, coffee, and sugar.
- General Inspection: Do a quick walkthrough to ensure the rooms are clean and all furniture is correctly positioned.

### Closing Procedures

- Table & Room Reset
- Bidding Boxes: Collect all bidding boxes from tables and stack them neatly on the designated shelves.
- Furniture: Ensure all chairs are pushed in properly and side tables are beside each table.
- Blinds: Close all blinds for overnight security and insulation.

### Kitchen & Waste

- Glassware & China: Collect all used cups, saucers, and glasses from the bridge rooms and transport them to the kitchen for washing.
- Rubbish: Empty all room bins into the wheely bins outside the kitchen door. Replace liners where necessary.

### Bar & Inventory

- Fridge Security: Check that all bar fridge doors are securely locked. And the Kitchen fridge door is shut properly
- Stock Management: Ensure all beverage stock is tidied and put away in its correct storage area.

### Security & Lockdown

- Appliance Check: non-essential electronics are turned off: Pie warmer, Microwave, Air fryer, Coffee Machine, Toaster, Oven
- Lock Box: Return keys to the exterior lock box and scramble the code dials.
- Activate Alarm: Set the alarm system at the keypad and exit the building promptly through the designated door.
- Final Perimeter Check: Confirm that all external doors and windows are physically locked before leaving the site.