

# WINNIPEG GLIDING CLUB-END OF DAY CHECKLIST

The following is a guideline for action items to be completed by the daily Flight Line Manager or his/her assistant or delegated member. It is not an exhaustive list but will serve as a reference. You are responsible.

Flight Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

ITEM #	ACTION	COMPLETED (Y, N, NA)	INITIALS
1	Close the CAP. Call 204-983-8338 to request closing		
2	Confirm TAKE UP SLACK (TUS) is correct and finalized. Make edits as required to ensure tow heights correct (use tow plane tally sheet as a guide), and that all pilots are billed correctly		
3	Place TUS reader back on charge in office and leave in designated location		
4	Confirm all handheld radios (3) back in office and on charge and in proper location		
5	Complete tow plane tally sheet and put on clipboard in office on glass shelf		
6	Are all gift certificates and/or cash accounted for (NA if none) (cash is to be taken home and will be debited from your account). Send email to Jay at <a href="mailto:treasurer@wgc.mb.ca">treasurer@wgc.mb.ca</a> to advise cash taken if required		
7	Ensure all vehicle keys accounted for and back in store room (should be 2 quad and golf cart)		
8	Confirm water pump shut off if no one staying overnight (switch is in washroom above light switch). NOTE: RV Perry does not need it left on		
9	Ensure hot dog cart and quad are on charge		
10	If last to leave ensure clubhouse secured (windows and doors closed and locked, computer off, base station radio off, hot water tank off if no one needing it)		
11	Place completed checklist in holder provided by front door		

Additional notes/concerns/comments: