

Duty Officers: Would you please note the following:

Ventilation Duties

1. Just prior to final announcements by the Director, turn off the panel heaters (switch above the telephone) and turn on the air conditioning units as needed, ensuring that the setting is 21° Celsius.
2. Monitor the room temperature at your convenience and respond to play as appropriate and without disruption to play.
3. Open the hatch between kitchen and playing room to increase air flow.

On warm/hot days/nights (no panel heaters and cool air-conditioning)

4. Check the ambient temperature and decide in consultation with the Director the best approach which may include:
 - a. Doing nothing further
 - b. Closing doors and opening windows to achieve air flow sufficient to refresh the air within the playing room.
 - c. Using the heat pumps to reduce or increase ambient temperature.
 - d. Revert to process for cold days/nights to achieve ambient temperature at 21° Celsius.

Kitchen duties

Set up the Refreshment Buffet in the Playing room:

1. Check that there are sufficient supplies (tea, coffee, hot chocolate, sugar)
2. Set out biscuits, milk, and juice.
3. Ensure that there are enough clean cups, glasses, and spoons.
4. Place an empty dishwasher tray on the kitchen servery bench for dirty cups and glasses with containers for spoons and dregs.
5. Prepare the dishwasher by turning it on, inserting the blue plug and closing the lid and pressing the blue starter button.

After play:

6. Wash all dirty cups, classes and other items used through the dishwasher
7. Once all items are processed remove the blue plug from the dishwasher.
8. Check for staining and other marks on cups and remove if possible, otherwise set aside. .(Stephanie assists in this)
9. Put away any remaining biscuits, milk, or juice if these items can be used at another session.

Closedown

1. Check that all windows (including in the office and bathrooms) are closed and that playing room doors are firmly closed.
2. Check that heaters/air conditioning units are off.
3. If you are the last person to leave, ensure the main door is locked.