



BAYSIDE & DISTRICT

NETBALL ASSOCIATION INC.

BDNA Netball Facility

Gate 3

11 Holloway Road

Sandringham

‘Arrival’ and ‘End of use Lock-up’ Process.

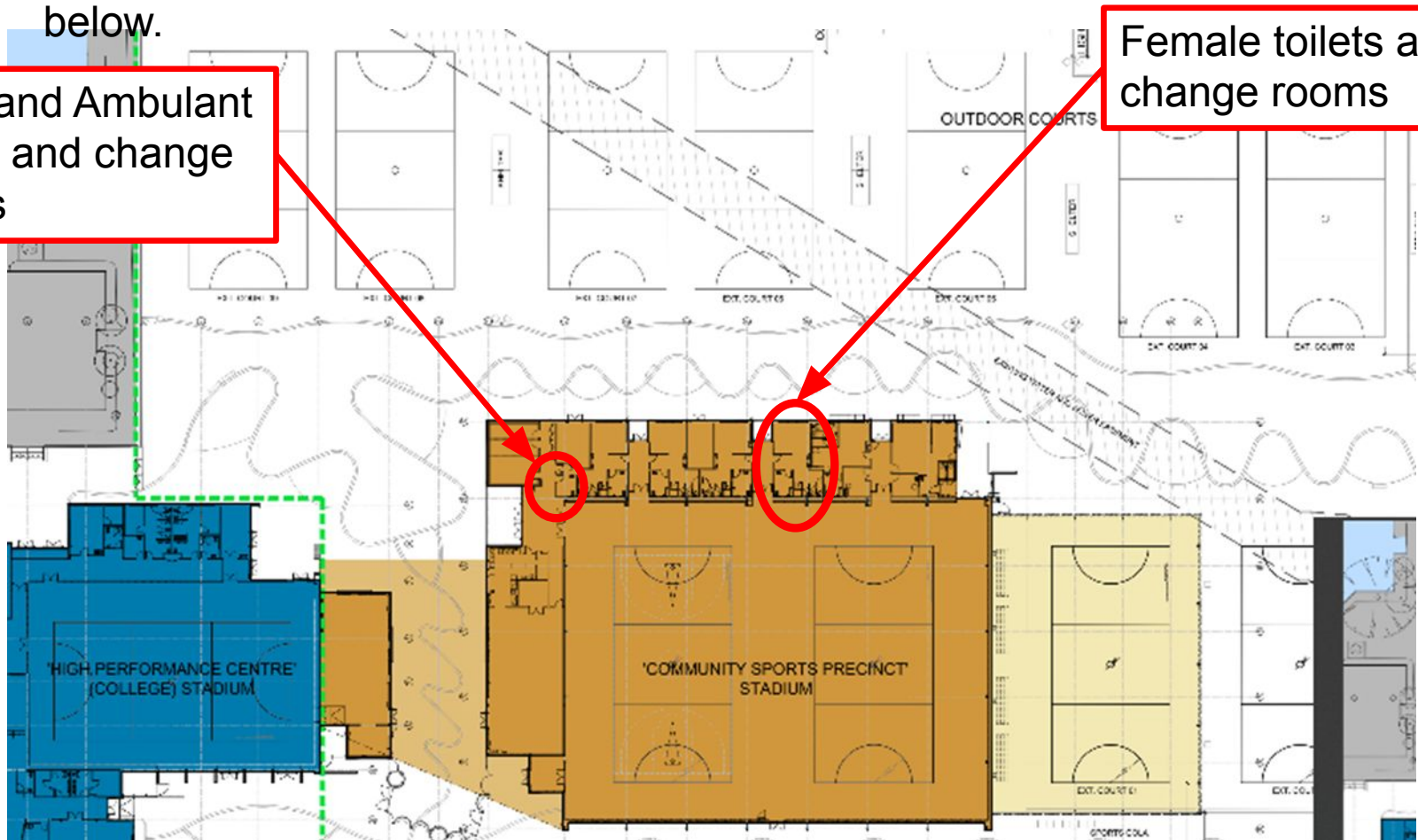
This is a shared facility, and we must leave it in a perfect condition when we finish with it for the next user.

Arrival condition check.

All internal and external areas must be checked for any damage or other concerns (such as blocked toilets etc.) on arrival. Any damage not reported and identified subsequent to your use will be assumed to be the result of your use of the facility. Toilets in use are identified below.

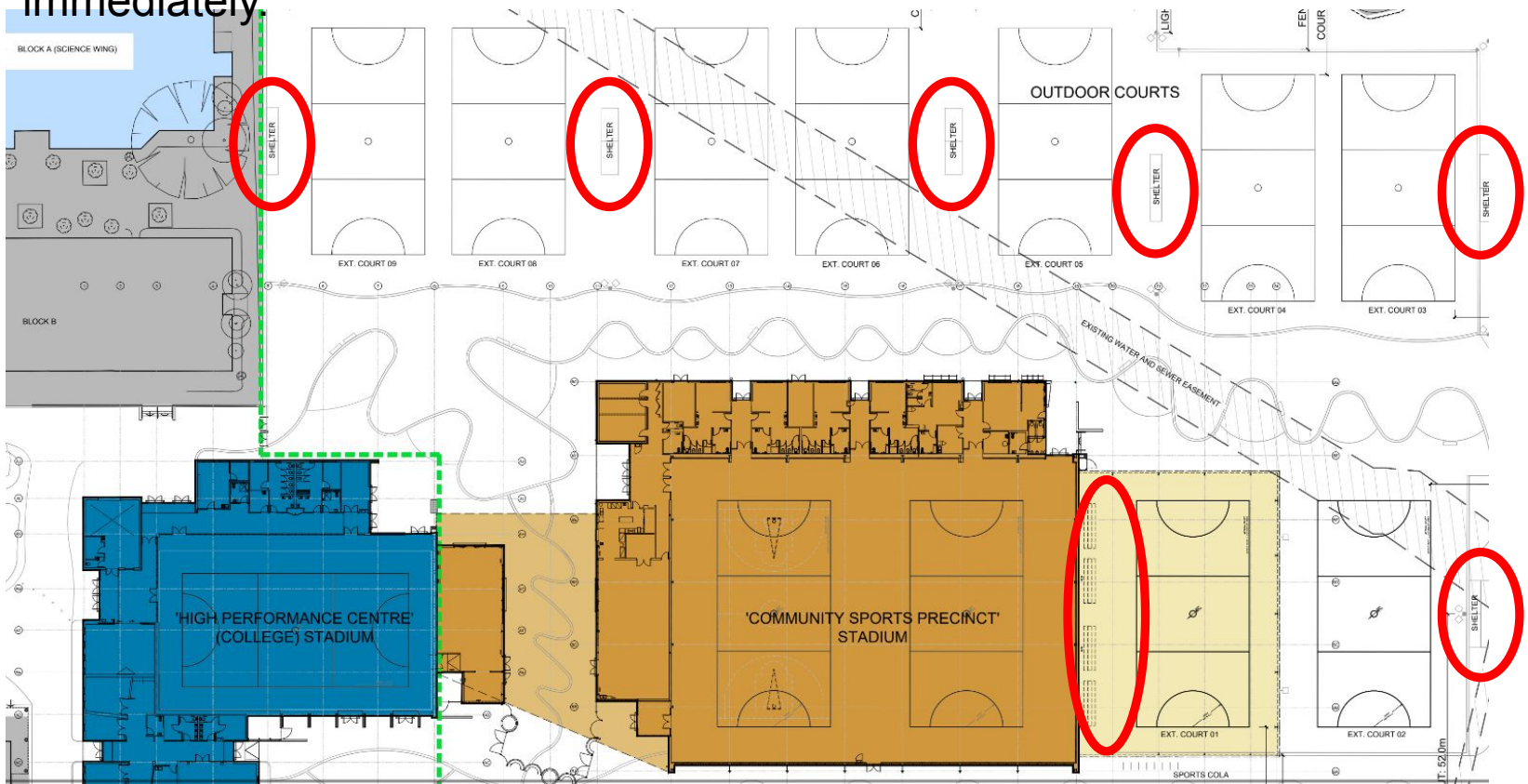
Male and Ambulant toilets and change rooms

Female toilets and change rooms



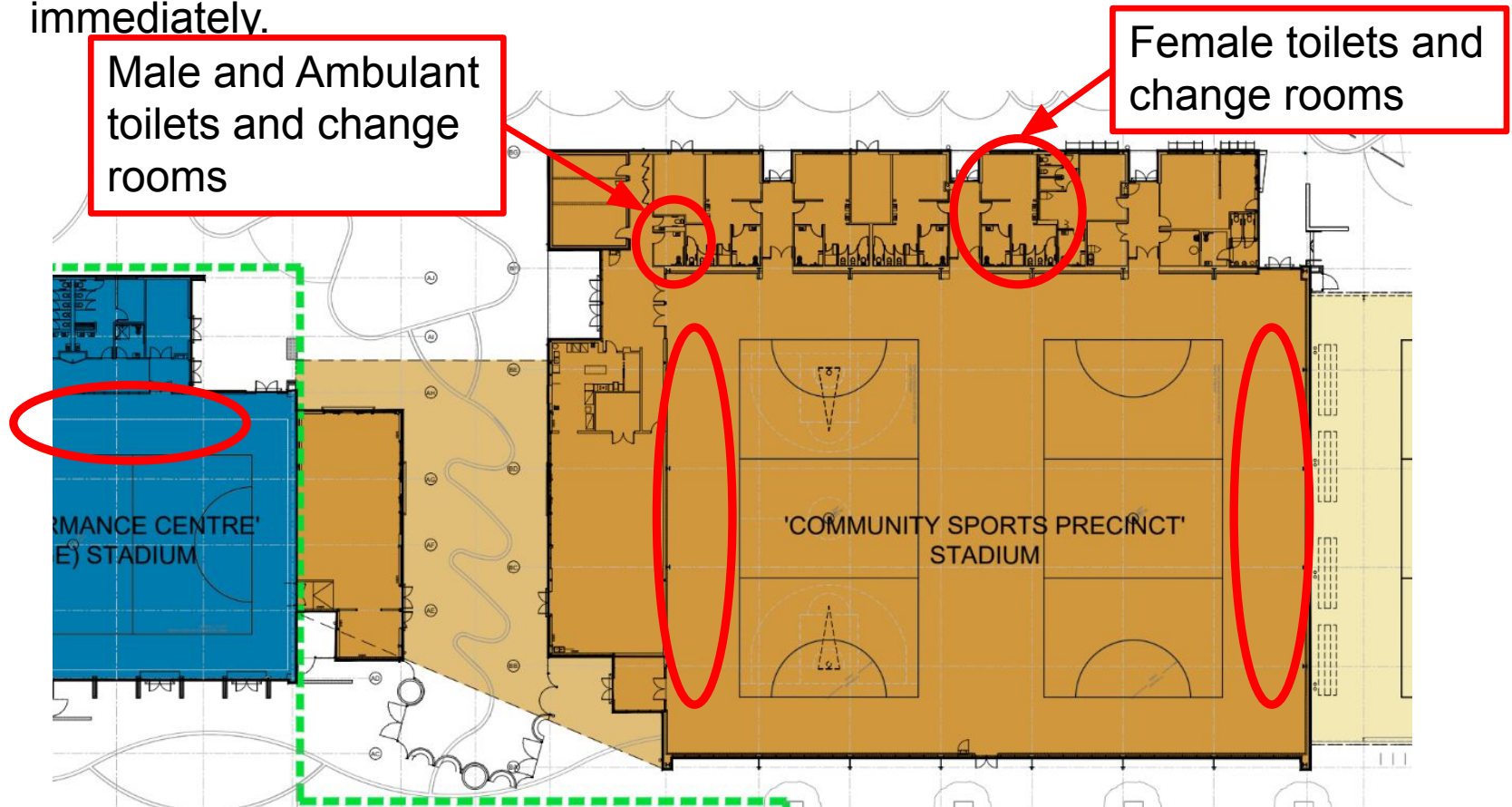
Exit condition check, external.

All external areas must be checked for damage, lost property and rubbish in order to ensure the facility is ready for use by the School. Including all external shelters as indicated. Place rubbish in bins provided and lost property in basket adjacent to first aid room and report any damage to BDNA so that school can be notified immediately



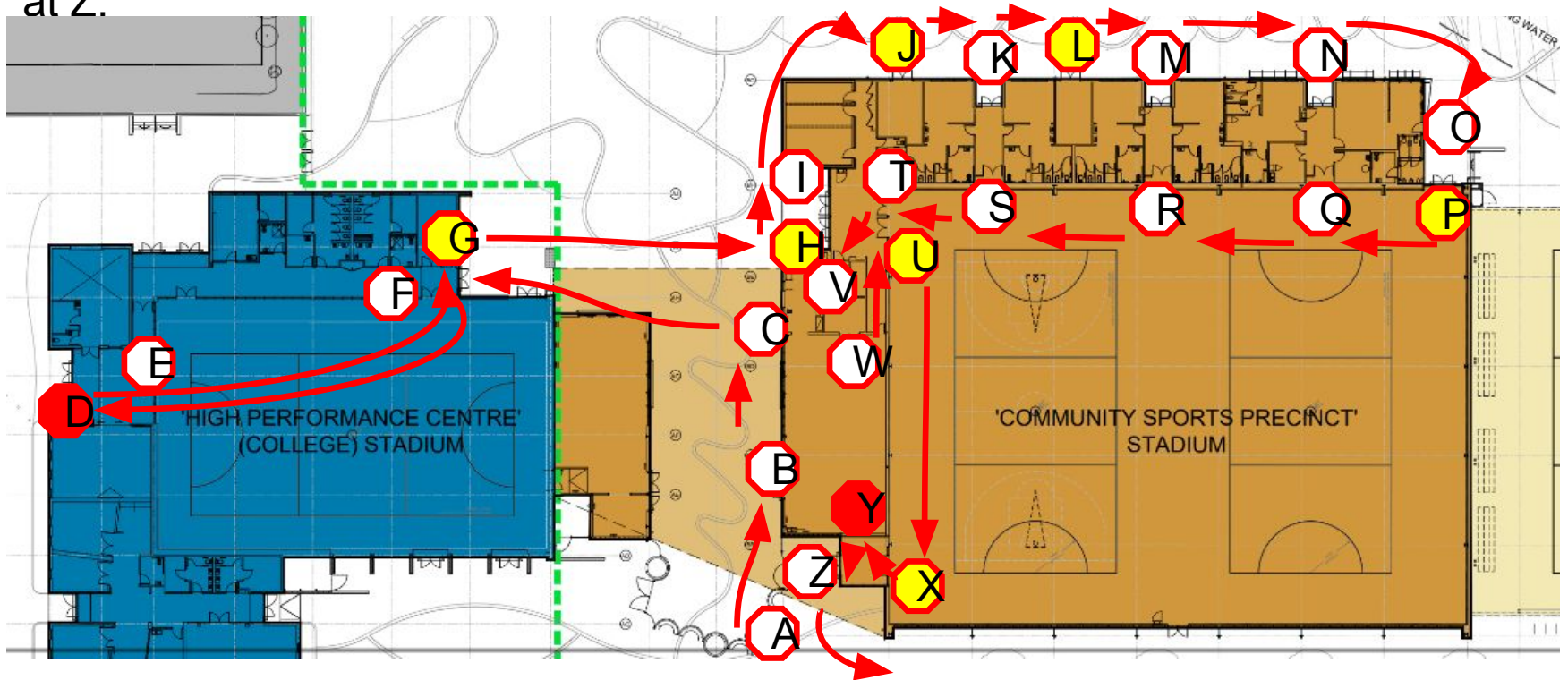
Exit condition check, internal.

All internal areas must be checked for damage, lost property and rubbish in order to ensure the facility is ready for use by the School. Including all toilets (ensure not blocked) as indicated. Place rubbish in bins provided and lost property in basket adjacent to first aid room and report any damage to BDNA so that school can be notified immediately.



Netball Facility Lock-up Process Description

All gates and doors must be locked and the alarms in School Building and Netball Centre activated when leaving the facility. The route to ensure all doors are locked in shown below. Starting at A and finishing at Z.



Netball Facility Lock-up Process

I.D Letter	Description
A	Start lock up by closing and securing gate. (To prevent new people entering)
B & C	Confirm external doors of The Big Room (TBR) are locked.
D	Proceed through School Court, activate alarm with fob. (45 sec for exit)
E & F	Go back through doors E and F, lock if you have the correct key.
G	Exit via G, if Office Mode (OM) is set, disable and ensure doors closed.
H	Check if 'OM' has been set, disable and ensure doors closed.
I,K,M, N	Proceed around building and confirm all external doors are locked.
J,L	Store Doors, if 'Office Mode' has been set, disable and ensure doors closed.
P	Enter courts here, if 'OM' has been set, disable and ensure doors closed.
Q,R,S,T	Proceed through courts and confirm all internal doors are locked.
V,W	Enter Hallway and confirm Canteen and TBR internal doors are locked.
U	Re-enter courts, check if 'OM' has been set, disable and ensure doors closed.
Y	Enter airlock, check if 'OM' has been set, disable and ensure doors closed.
X	Activate alarm with fob. (45 sec for exit)
Z	Exit facility via Z, if Office Mode (OM) is set, disable and ensure doors closed.

Netball Facility Lock-up Process Description

All gates and doors must be locked and the alarms in School Building and Netball Centre activated when leaving the facility. All doors and Alarm locations are shown below labelled A to Z.

