

CLOSING THE LOOKOUT

Side 1 of 2

Housekeeping

- Ensure that PQ and the Visitor Centre comply with the minimum housekeeping standards overleaf.
- Follow deficiencies notice procedure as regards any deficiencies noted.

External

- Get the mortise key from the key safe in the secure cupboard.
- Close the Visitor Centre - turn off the radar monitor (use wooden steps) and lights, pull down blind, close and lock the door.
- Bring in the collecting box, lower and bring in flag.

Shut Down

- Complete Watch Summary.
- Log off with Coastguard and pass on any matters that may be of interest which are ongoing or occurred during the day.
- Enter in log "*Lookout & VC clean and tidy*" to confirm their compliance with PQ Minimum Housekeeping Standards.
- Log actual weather, close log and sign the box at the foot of the page.
- **Shut down desktop and radar computers (DON'T JUST SWITCH THEM OFF). Leave screens on.**
- **Put away telescopes and binoculars. HANDLE WITH GREAT CARE.**
- Put away chart instruments and contents of Watch Keeping Box (i.e. logbook and laminated tidal stream chart and actual weather script).
- **Switch off radios (INCLUDING HANDHELD IF LEFT SWITCHED ON).**
- Leave out incident worksheets and a notepad and pen for the watchkeepers on the following morning watch in case of an early incident.
- Remove everything else from surfaces beneath front windows.

Final items

- **Close air vents** tightly.
- Ensure that the pendant 'panic button' and toilet key are in the right places.
- **Lock west door** with the mortise key.
- **Ensure heating is set correctly for overnight.** It is simple!
 - Adjust room thermostat (by the West porch door) to 15 degrees
 - **Do not adjust anything on the individual heaters**
- Return this checklist to its home, lock secure cupboard and put its key back on the hook.
- Switch off lights.
- Carry out a final check to ensure station is secure.

When you leave the lookout

- Lock east door
- Put key in the external key safe and close. Make sure the safe is locked.



Housekeeping standards
overleaf

CLOSING THE LOOKOUT

Side 2 of 2

PQ Minimum Housekeeping Standards

1. Food debris cleaned up and taken home
2. Front counter and kitchen area clean and tidy
3. Coffee etc. stains cleared up
4. Mugs washed up and left clean
5. Floors in Lookout and VC swept and if necessary washed
6. Dead flies etc. removed and window ledges brushed
7. Porch and VC entrance checked for rain entry and cleaned and dried as far as possible
8. Any boot scrapers usable (i.e. not filled with old mud and muck)
9. Toilet checked for cleanliness and red valve lever set to off (vertical position)
10. Rubbish and paper box to be taken away for disposal.

Other cleaning

1. Whenever possible aim to clean the windows and do other tasks.