

CLOSING THE LOOKOUT

Side 1 of 2

Housekeeping

- Ensure that PQ and the Visitor Centre comply with the minimum housekeeping standards overleaf.
- Follow the 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

- Broadcast on Ch.65 in your own words that the Lookout is closing and will reopen at 0900 the following day.
- Complete Watch Summary and initial. If the last watch on the page, total up and then file.
- 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 (See overleaf)
- Check the log for errors and omissions (applies at the end of any watch)
- Log the actual weather, close the log, rule off the rest of page and sign the box at the foot of the page.
- Shut down the desktop and radar computers (DON'T JUST SWITCH THEM OFF).
- Put away the telescopes and binoculars. HANDLE WITH GREAT CARE.
- Put away the chart instruments and the contents of the Watch Keeping Box (i.e. the logbook, the laminated tidal stream chart and the laminated actual weather script).
- Switch off all four radios (AND THE HANDHELD IF LEFT SWITCHED ON).
- Leave out the 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 the surfaces beneath the front and east facing windows.

Final items

- **Close air vents** tightly.
- Ensure that the PeopleSafe alarm and toilet key are in the right places.
- **Lock west door** with the mortise key.
- **Ensure heating is turned right down overnight.** It is simple!
 - Adjust the room thermostat (by the West porch door) to its lowest temperature
 - **Do not adjust anything on the individual heaters**
- Return this checklist to its home, **lock the secure cupboard and put its key back on the hook.**
- Switch off lights and carry out a final check to ensure station is secure.
- **When you leave the lookout, lock the east door, put the key in the external key safe and close. Make sure the safe is locked.**

IF TWO WATCHKEEPERS ARE ON DUTY, BOTH ARE RESPONSIBLE FOR COMPLIANCE WITH ALL THE ABOVE. DO NOT ASSUME COMPLIANCE BY THE OTHER.

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. Toilet checked for cleanliness and red valve lever set to off (vertical position)
9. Rubbish and paper box to be taken away for disposal.

Other cleaning

1. Whenever possible aim to clean the windows and do other tasks. Don't forget the Visitor Centre window.