



Torquay Bowling Club Working Procedure - TBCWP # 6 Club Rooms Unlock & Lock Up

Document Created By: Mark Coombs	Date: 16/12/2023	Custodian: Board Secretary
Approved by: TBC Board	Approved and accepted at Board meeting on 21/12/2023 - See minutes	

Step #	Task	Action
1	<p>To enter the club house facilities when it is locked and the alarm is armed.</p> <p>This can only be done by an authorised key holder with their own personal key pad security code and key.</p>	<p>Unlock the door where you are to enter by and directly make your way to the security key pad.</p> <ul style="list-style-type: none"> • Enter your personal code • Press “OFF” and your name will be displayed and it will read ‘disarmed’ If an incorrect name is displayed you must contact the board Secretary. <p>Should the alarm sound then</p> <ul style="list-style-type: none"> • Re-enter your code press off and if the alarm continues then • Phone Sectrol Security. Their phone number is on the keypad. They can shutdown the alarm once they are confident that the clubhouse is secure.
2	<p>You are now the person responsible for the security of the clubhouse. You must now be totally responsible for the clubhouse security until you either -</p>	<ul style="list-style-type: none"> • Vacate any persons who may have entered and relock all doors and rearm the security system or • If others have entered then you must find another authorised key holder and complete a proper handover to that person so they are fully aware that they are now

		responsible for the security of the club house. You may now leave and no further action is required by you.
3	If you, being a key holder, take a handover from the original/previous keyholder then you are totally responsible for the security of the clubhouse. This action may transfer as required until the last key holder either -	<ul style="list-style-type: none"> • Must ensure that they take on that responsibility • Need to go then they either handover to another key holder or • evacuate all persons from the clubhouse and lock all doors except their exit door and rearm the security keypad then leave directly by their exit door and lock it.
4	<p>When locking up and rearming the security system you must ensure that you follow the instructions in this procedure:-</p> <p>THIS IS AN ABSOLUTLY MADATORY ACTION TO ENSURE THE CLUB HOUSE SECURITY. YOUR ACTIONS ARE EXTREMELY IMPORTANT. THERE HAS BEEN MANY TIMES WHEN THE CLUB HOUSE HAS BEEN UNSECURE WITH UNLOCKED DOORS, WIDE OPEN DOORS, AND UNARMED SECURITY SYSTEM DURING THE DAY AND OVER NIGHT WHEN UNATTENDED</p> <p><u>THIS IS MANDATORY ACTIONS & ALL KEY HOLDERS MUST COMPLY</u></p> <p>If a 100% level of compliance is not achieved then the board will take further action to ensure a secure club house. <u>NO EXCUSES</u></p>	<ul style="list-style-type: none"> • Secure the RSL exterior sliding door and ensure it is locked • Secure the Bowls Dining exterior sliding door to the synthetic green and ensure it is locked (press the lock button) • Check and secure the door behind the bar to the staff & delivery deck and ensure it is locked • Check and secure the door behind the kitchen to the staff & Delivery deck and ensure it is locked • Check and secure the door to the front deck entertainment area and ensure it is locked (check outside door, as it is a fire door, open it from the inside and physically test the outside handle to ensure it is locked) • Ensure all lights and Air-conditioner/Heater are off. • Arm the security system and exit, (Don't rush off but listen for the beeps, to confirm Alarm is on) then exit and lock and secure the door at the bistro door to the greens and walkway to the carpark.
5	If you have any issues with securing the club house then phone	<ul style="list-style-type: none"> • The Board Secretary – Mark Coombs 0408 961 500 or • Sectrol Security – 03 53 29 0801 (number on keypad) or • Phone the Facility Manager – Rob Aitken 0417 545 857