

2010 LUNCH, TEA LOCK-UP ROTA

			XI	Opponents	Start	Tea	Lock up	Changes?
Apr	17	Sat	1	St Albans	1.30	Paula Howell	Steve Thomas	
	18	Sun	Club	Cockfosters	1.00	Rhys Wynne	Rhys Wynne	
	24	Sat	1	London Colney	1.30	Andy Goodliffe	Andy Goodliffe	
	25	Sun	Club	Hatfield	1.00	Chris Cook	Chris Cook	
May	1	Sat	4	Luton Town & Indians IV	1.00	Colin Simmons	Darren Medforth	
	2	Sun		TBA (Boxmoor - A)				
	8	Sat	2	Chipperfield Clarendon	1.00	Mark Hassall	Mark Hassall	
	9	Sun	Club	Hatfield Hyde	2.00	Matt Rathbone	Jon Mather	
	15	Sat	1	Stevenage	11.30	Liz Dean	Neil Black	
	16	Sun	Cup	Cockfosters (McMullen)	1.00	Adam Davies	Adam Davies	
	22	Sat	2	County Hall	1.00	Dan Boucher	Dan Boucher	
	23	Sun		TBA (Langleybury Village Cup - A)	1.00			
	29	Sat	1	West Herts	11.30	Ursula Cunningham	Mark Saxby	
	30	Sun	Cup	Letchworth (Herts County Cup)	1.00	Rhys Carter	Rhys Carter	
June	5	Sat	2	Stevenage II	1.00	David Searle	David Searle	
	6	Sun		TBA				
	12	Sat	2	Eversholt	1.00	Howard Cornwell	Howard Cornwell	
	13	Sun		External hire		--	---	
	19	Sat	1	Hemel Hempstead	11.30	Mrs Bamford	Neil Bamford	
	20	Sun	Club	Southgate Compton	2.00	Ian Bright	Jeff Spencer	
	26	Sat	2	Hatfield	1.00	Steve Thomas	Steve Thomas	
	27	Sun		TBA (Herts County Cup R2 -Away)	1.00	-		
July	3	Sat	1	Bishops Stortford	11.30	Jo Carter	Rhys Carter	
	4	Sun	1	Waltham	1.00	Chelsea Howell	Andrew Craig	
	10	Sat	1	St. Albans	11.30	Mrs Bamford	Neil Bamford	
	11	Sun	Club	Hertford 1st XI	2.00	Chelsea Howell	Jeff Spencer	
	17	Sat	2	London Colney	1.00	Ian McCarthy	Ian McCarthy	
	18	Sun	-	Area Junior finals	11.00	Chelsea Howell	Chris Cook	
	24	Sat	1	Sawbridgeworth	11.30	Ursula Cunningham	Mark Saxby	
	25	Sun	2	Preston II	2.00	Tom Wiggins	Ian Cheeseman	
	31	Sat	2	Harpenden III	1.00	Simon Clements	Simon Clements	
Aug	1	Sun	Club	Aldenham	2.00	Chelsea Howell	Mark Topham	
	7	Sat	1	Letchworth	11.30	Hattie Cheeseman	Ben Bagshaw	
	8	Sun	Club	Headstone St Georges	2.00	Chelsea Howell	Chris Cook	
	14	Sat	1	Knebworth	11.30	TBA	James Oram	
	15	Sun	Club	Bentley Heath	2.00	Matt Rathbone	Chris Chellew	
	21	Sat	2	Northampton Exiles	1.00	Jon Mather	Jon Mather	
	22	Sun		TBA		-		
	28	Sat	1	Hitchin	11.00	TBA	Chris Chellew	
	29	Sun		TBA		-		
Sept	4	Sat	2	Bishop's Stortford II	12.30	Ben Carter	Ben Carter	
	5	Sun		TBA		-		
	11	Sat		External hire		-		
	12	Sun	Club	NMCC Old Boys	12.30	Hilary Stiffin	Mick Stiffin	
	18	Sat	Club	Hornsey	1.00	Chris Prince	Ben Howell	
	19			TBA				

If you can't fulfil your allocated task, find someone to swap with and make a note on this notice.
It is YOUR responsibility to do this.

Locking up the pavilion

Till

1. Bag up and put away all cash in the safe (leave the copper).
2. Leave till open and switch off at the wall.

Set Alarm System & Secure the Bar Area

3. Slot in middle support, close front shutters down and lock both.
4. Close side shutter, slot key barrels back in.
5. Turn glass washer off, and take out long grey plug.
6. Turn off all lights; ensuring 'Main Floods' switch and light in glass fridge (top left-hand corner) are off.
7. Ensure fridge doors are closed and close both doors in bar store room.
8. Press 'A' on alarm pad, close bar door and lock (3 different keys).

Kitchen

9. Check external kitchen door is locked (two locks, same key).
10. Check cooker is switched off at main switch adjacent to cooker, check urn is off.
11. Extractor fan to be turned off, along with external light (next switch) and internal lights.
12. Check kitchen is tidy and dishwasher has been run (tea person should have done this)

Men's Changing Rooms

13. Check shower extractor fan has been switched off.
14. Check all windows are closed and all taps are off.
15. Check emergency door in gents' toilets is closed, and bolted.
16. Ensure all lights are switched off.

Snug Bar & Ladies Toilets

17. Check all taps are off.
18. Check lights in toilets are off.
19. Check extractor fan adjacent to TV is switched off.
20. Check TV and music centre turned off at plug.
21. Check all heaters are off.
22. Check all windows are closed.
23. Check lights are off.

Main Hall

24. Ensure the hall is tidy – collect and wash all glasses, tidy away remaining tea items.
25. Check three main front windows are closed and locked.
26. Check door to balcony is closed and locked.
27. Check external lights are switched off (players balcony, and by steps).
28. Check all heaters are switched off.
29. Switch off all internal lights and small external lights in lanterns.
30. Close main pavilion door and lock all three locks (same key).
31. Post keys into key drop.

