

END OF EVENT TASKS

Tasks to be done at the end of an Event Day

AREA	TASK	WHERE KEPT	DONE BY
Front of Mill	Put away Tensator barriers	Engine Room	Beam Engine Team
	Put away direction and parking notices	Engine Room	
	Turn off AV display by Boiler		
	Close and Lock front door		
	Turn off all lights		
Picnic Area	Put away life rings and hang up	Under stairs	Clock Team
Car Park	Put away overflow parking sign	Ticket office	Small Engines Team
	Put away disabled parking signs		
	Put away red/white barriers		
	Put away no parking triangle	Outside Forge door	
Access WC	Check that WC is unoccupied and lock up	n/a	Small Engines Team
Tea Room	Put away outdoor tables and chairs	Tea Room or Waterwheel Room	??
	Close and lock folding doors	n/a	??
	Roll back sun awning	n/a	??
Boiler House	Leave one door open with barrier across	n/a	Steam raising team
Head Race	Stop and, if temperature permits, cover barn engines and water pumps		Small Engines Team
	Turn off and store submersible pump running the model waterwheel	Gear Room	Small Engines Team

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Lift Corridor	Shut and lock corridor door (turn off lights if necessary)	n/a	Retail team
Waterwheel & Gear Rooms	Turn off AV display	n/a	HTA Waterwheel or delegate
	Turn off LED strip lamp in gear room	n/a	
	Confirm gate is shut and locked	n/a	
	Turn off river pump	n/a	
Pattern Shop	Shut ALL windows	n/a	Carpenters
	Check hot-air and steam engines are shut down and gas bottle turned off	n/a	Model Engines Team
Foreman's Office	Turn off AV Display	n/a	Clock Team
	Turn off lights	n/a	
	Check WC is unoccupied before locking front door	n/a	
Ticket Office	Stow ticketing laptop	Remove	Treasurer
	Take cash and donation boxes to Tea Room and add up money in each box. Record on forms provided.	Removed by Treasurer once counted	Retail Tea Room Ticket Office Forge BBQ
	Take down and pack sail 'entrance' banner in carrying bag	Store in Ticket Office	Small Engine Team
	Close hatch and secure	n/a	Small Engine Team
Forge	Make sure hearth fires are out and observes for a least 30 minutes before departure NB When burning Charcoal in which case a person must be present for at least an hour after the fire is extinguished to satisfy our insurers.		Blacksmiths Team

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	Take cash tin to Tea Room, count money and record on form provided. Pass to Treasurer		
	Shut and lock forge door		
Retail Area	Return retail cart to Pattern Shop	Beside second floor lift door	
	Take cash and donation boxes to Tea Room, count money and record on form provided. Pass to Treasurer	n/a	Retail Team
	Pack away donated books	Waterwheel Room	
	Return ice cream freezer	Tea Room	
BBQ Area	Clean BBQ equipment		
	Store BBQ in second shed	Second Shed	BBQ Operator
	Store surplus stock in freezer	Second Shed	
	Take cash box to Tea Room, count money and record on form provided. Pass to Treasurer	n/a	
Yard	Dismantle tent(s)		ALL
	Empty waste bins into rubbish bins		ALL
Local Area	Drive out and collect yellow road signs and return to Mill	Second Shed	Steve Page/ others

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