

START OF EVENT TASKS

Spreading the workload for setting up an Event Day.

AREA	TASK	WHERE KEPT	DONE BY
All areas	Work through the Safety Checklist and sign off		DRS
Front of Mill	Put out Tensator barriers	Engine Room	Beam Engine Team
	Put out direction and parking A-board notices		
	Turn on AV display by Boiler		
	Unlock and Open front door		
	Turn on all lights		
Picnic Area	Hang up life rings on railings and at bridge gate	Under stairs	Clock Team
Car Park	Put out overflow parking sign at far end of yard	Ticket office	Small Engines Team – before Treasurer arrives
	Put out disabled parking signs		
	Put out red/white barriers		
	Put out no parking triangle in front of fire engine reserved space	Outside Forge door	
Access WC	Unlock the Access WC and check paper and soap stocks	n/a	Small Engines Team
Tea Room	Put out outdoor tables and chairs if dry	Tea Room or Waterwheel Room	??
	Unlock and open folding doors if weather permits	n/a	??
	Roll out sun awning if appropriate	n/a	??
Boiler House	Open up doors and fix open. Raise steam	n/a	Steam raising team
Head Race	Uncover barn engines and water pumps and start up		Barn Engine volunteer

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	Get out and plug in submersible pump running the model waterwheel	Gear Room	Barn Engine volunteer
Lift Corridor	Unlock and open corridor door	n/a	Retail team
Waterwheel & Gear Rooms	Turn on AV display	n/a	HTA Waterwheel or delegate
	Turn on LED strip lamp in gear room	n/a	
	Confirm gate is shut and locked	n/a	
	Turn on river pump AFTER waterwheel wedges have been checked	n/a	
Pattern Shop	Uncover Green cabinet and turn on display light	n/a	Carpenters
	Get model engines working	n/a	Model Engines Team
Foreman's Office	Turn on AV Display	n/a	Clock Team
	Turn on lights	n/a	
	Check WC paper and soap stocks	n/a	
Ticket Office	Set up ticketing laptop and card reader/tablet	Bring	Treasurer
	Put cash floats into cash boxes and distribute to forge/tea room/retail/ BBQ and ticket office	Floats brought on the day by Treasurer	Retail Tea Room Ticket Office Forge BBQ
	Unpack and deploy sail 'entrance' banner in carrying bag	Store in Ticket Office	Small Engine Team
	Open hatch and secure	n/a	Small Engine

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All areas	Work through the Safety Checklist and sign off		DRS
			Team
Forge	Unlock and open forge door		Blacksmiths Team
	Light up forge hearths		
Retail Area	Bring retail cart from Pattern Shop	Beside second floor lift door	Retail Team
	Set out donated books and donations box	Waterwheel Room	
	Get ice cream freezer from Tea Room	Tea Room	
BBQ Area			BBQ Operator
	Get BBQ from second shed	Second Shed	
	Retrieve surplus stock from freezer	Second Shed	
Yard (Saturday task)	Put up marquee(s)		ALL
	Put up Gazebos?		
	Check waste bins are empty		ALL
Surrounding Area			
(Week before an event)	Collect from Mill and put up the yellow Steaming Event signs	Second Shed	Steve Page Peter Trowles Sam Jones

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