**The keyholder is responsible for:**

* Opening both double doors on the boat store whilst in use.
* Cleaning all contact points before leaving e.g. switches, security keypad, door handles, bolts, padlocks, taps and hose nozzle.
* Confirming on the cleaning schedule that all touch points have been cleaned before locking up.
* Ensuring the toilets have been cleaned if used by you or your group.
* Ensuring touch points in the changing rooms have been cleaned if used by you or your group.
* Record on the cleaning schedule.
* Informing the club secretary if cleaning products need replenishing.

Updated: 27.9.21