

**Lake Illawarra Cadet Facility
Officer of the Day/Duty Officer Checklist**

1. The Officer of the Day (OOD) or Duty Officer (DO) rostered to open is to commence duty 15 minutes prior to the scheduled parade start time and complete the Opening Checklist to ensure that the building is free of hazards prior to the arrival of cadets.

Opening Checklist	Completed
Exterior – check for signs of intrusion, damage and hazards	
Roller door and main door – unlocked, check that the roller door is raised fully	
Main door – locked	
Padlocks – locked onto electrical cabinet door handle	
Alarm – disarmed	
Internal lights, and parade ground lights if required – on	
CO's office – door locked	
Continue from the northern end of the building. For each room, in addition to the items listed, check for hazards, which may include wet floors, power cords and other trip hazards, broken glass, heavy items stored above head-height and blocked emergency exits.	
Emergency exit door – intact and secure	
Dormitory 2 – shutters and windows closed and locked, lights off, door locked	
Dormitory 1 – as per Dormitory 2	
Classroom 1 – door unlocked, lights on, windows closed and locked (or open for ventilation if required), fans on if required, room ready for use	
Classroom 2 – as per Classroom 1	
Classroom 3 – as per Classroom 1	
Male toilets – clean, lights on	
Female toilets – as per Male toilets	
Female staff mess – as per other dormitories	
Male staff mess – as per other dormitories	
Cleaning cupboard – contents stacked neatly, doors closed securely	
Laundry – light off, door locked	
Disabled toilet – clean, lights off, door closed	
Instructors mess toilet – as per Disabled toilet	
Instructors mess – door unlocked, lights on, windows and shutters closed and locked (or open for ventilation if required)	
Ship's office/administration office – door open, lights on, windows and shutters closed and locked (or open for ventilation if required), computers on, routers on, printers on, training resources cupboard open (if applicable)	
Display cabinet – free of damage, lights on	
Kitchen – door unlocked, lights on, door closed	
Store – cages locked	
Boatshed – door locked	
Main room – lights on, windows closed and locked (or open for ventilation, and shutter raised, if required), fans on if required, tables and chairs arranged neatly	
Emergency exit door – intact and secure, bolt open	
At the scheduled parade start time, open the main door and/or main room doors	
Add this OOD/DO Checklist to the holder in the gangway/foyer	
Ask the ADMINO to file the previous OOD/DO Checklist	

I certify that the Opening Checklist was completed by me.

Rank	Name	Signature	Date

2. The OOD or DO rostered to close is to check and countersign the Duty Log and then complete the Closing Checklist as soon as practicable after the scheduled parade finish time to ensure that the building is secure prior to their departure. In case a lockdown is required, the main doors are not to be locked until all cadets have departed.

Closing Checklist	Completed
Start at the northern end of the building.	
Emergency exit door – intact and secure	
Dormitory 2 – shutters and windows closed and locked, lights off, door locked	
Dormitory 1 – as per Dormitory 2	
Classroom 1 – windows closed and locked, lights and fans off, door locked	
Classroom 2 – as per Classroom 1	
Classroom 3 – as per Classroom 1	
Male toilets – clean, lights off	
Female toilets – as per Male toilets	
Female staff mess – as per other dormitories	
Male staff mess – as per other dormitories	
Cleaning cupboard – contents stacked neatly, doors closed securely	
Laundry – light off, door locked	
Disabled toilet – clean, lights off, door closed	
Instructors mess toilet – as per Disabled toilet	
Instructors mess – windows and shutters closed and locked, lights off, door locked	
Ship's office/administration office – windows and shutters closed and locked, training resources cupboard locked (if applicable), printers off, routers off, computers off, lights off, door locked	
Display cabinet – lights off	
Kitchen – pantry locked, fridge locked, lights off, door locked	
Store – cages locked, corridor free of obstructions, lights off, door closed	
Boatshed – door locked	
Emergency exit door – intact and secure, bolt closed	
Main room – windows closed and locked, shutter lowered, tables and chairs arranged neatly, doors locked (bolted top and bottom), lights and fans off	
Flags and/or ensigns – lowered and stowed	
Parade ground lights – off	
CO's office – door locked	
Add this OOD/DO Checklist to the holder in the gangway/foyer	
Before departing, take the padlocks for the roller door, arm the alarm, turn the main lights off, lock the main door from the outside and lock the roller door	

I certify that the Closing Checklist was completed by me.

Rank	Name	Signature	Date