

SEA ESSAY CLOSE DOWN CHECKLIST

It is the responsibility of the outgoing crew to leave the boat in a clean, tidy and safe condition for the incoming crew. A good job is required and Skippers should allow enough time to achieve it. All Crew Members are expected to play a part in completing this close down list.

THE YACHT HUSBAND TEAM IS NOT RESPONSIBLE FOR THE ROUTINE CLEANING OF THE BOAT

On Deck

- Establish if Fuel (must not fall below 20%) and Gas content is adequate for next crew - Refuel and replace as necessary
- Space 4 fenders each side and at toe rail level facing nearest neighbouring yacht - before coming onto pontoon
- Minimum of four warps onto the pontoon - separate springs and breast lines with spare lengths on deck not on the pontoon
- Fill water tanks
- If boat to be unused for a period; remove Horseshoes, lights and Dan Bouy and stow below
- Dry pump manual pump (at least 30 strokes) for removal of gases that may affect the gas detector
- Ensign and Club pennant lowered and placed below
- Spray hood erected
- Ensure all Reefing Pennants are released, pulled through boom and stowed with the mainsail**
- Secure main (and all other) halyards so as not to flap and rattle on mast
- Winch handles in stowage at top of companionway
- Hose down and brush decks, cockpit, anchor and windlass. In absence of sun disinfect cockpit hand holds and touch areas
- Washboard secured and locked

Below Deck

- Clean and return charts to folios in forepeak
- Remove all Waypoints, Tracks and Routes (and any other data that may have been added) from Plotter.**
- Books returned to library, Marina heads and Outlook cards returned to Chart Table Folder
- All equipment replaced in lockers according to inventory
- Check main and other bilges for water level and cleanliness – pump, clean and report as necessary
- Gas turned off in saloon and cockpit locker
- Exercise all seacocks and LEAVE OPEN
- If boat to be unused for a period; switch off water heater on shore power section of main control panel
- Engine and Service batteries – leave on shore power with the charger switch to ON. Note that the Navtex needs to be left with battery power so as to receive current nav/weather info. **For security the Engine battery should be turned OFF when the boat is left on a pontoon and locked - there is no cockpit engine key**
- Galley area clean and disinfect with food grade products. All used crockery, cutlery washed, clean and tidy
- All food removed from fridge and boat (except by arrangement with oncoming skipper)
- Fridge clean and disinfect with food grade products. Leave fridge switched off and top access door open
- Cooker clean and disinfect; top, inside and underneath. Leave with gimbal bolt engaged
- Heads to be thoroughly cleaned and all surfaces disinfected (NB no bleach in toilet) and shower trays pumped dry
- Sweep/Vacuum, wash clean and disinfect all floors, surfaces and door, port-light and hatch handles in saloon and cabins
- Carefully wipe down switches and Plotter, Radio and Instrument controls with damp disinfectant cloth
- Bag and seal all used cleaning cloths and remove from boat along with all rubbish leaving clean liner in bin under the sink
- Using supplied disinfectant aerosol spray saloon and cabin allowing mist to settle on soft furnishings, raise cushions for airing
- All hatches locked shut if boat being left unattended
- Paperwork and Keys**
- Complete Log Book and Handover Clearance Note (in ink).
- Text/Email copies of your signed HCN and this Closedown Checklist to the next Skipper, the YH and YS
- Boat key returned to Dock Office (recover Crew List if one left there)

I confirm the boat has been cleaned and left in a safe and satisfactory condition ready for handover:

Signed: Name: Date:

I confirm the boat has been cleaned and has been found in a satisfactory condition:

Signed: Name: Date:

Incoming skipper to send the completed check list to the Yacht Secretary with the signed Charter Agreement/Crewlist.