

Elgar Park Opening & Lock Up



Opening Up

- Enter the club facilities via the sliding gate – the gate opens automatically after entering the **CODE**.
- There is a swipe card in the key safe on the gate post – on the opposite side of the gate post to the gate keypad (ie inside the gate). The key safe has the same **CODE** as the gate.
- Each team manager/captain has the code for the lock box and gates – for security reasons it would be appreciated if this code was kept confidential by the team managers/captains.
- The swipe card will open:
 - Club rooms
 - Change rooms
 - First aid room
- RETURN THE SWIPE CARD TO THE KEY SAFE IMMEDIATELY AFTER USE OTHERWISE YOU WILL GO HOME WITH IT IN YOUR POCKET!!!**

Lights

- All internal lights are on sensors so do not need to be turned off.
- Pitch lighting is controlled via an app. The manager/captain of each team has access to the app and can switch the lights off using the app.
- If the app is not working for any reason there is a bypass switch for the lights behind the entry door to change room 6 – **PLEASE AVOID USING THIS UNLESS NECESSARY BECAUSE IF THE SWITCH IS LEFT OFF THE APP CONTROL DOES NOT WORK.**

Scoreboard

- Scoreboard and grandstand lights need to be turned on/off in the switchboard in the grandstand.
- The remote control for the scoreboard is kept in the canteen. Please make sure it is returned after use.

Locking Up

Check that the following are all locked and closed:

- Canteen** – roller shutters down & canteen door closed. Canteen door should lock automatically when closed.
- Security Shutters down** – switches are on wall in the multipurpose room just before heading out to the trophy display cases.

IMPORTANT - make sure there is nothing leaning against outside windows before closing the shutters.

YOU NEED TO GO OUTSIDE AND CHECK BEFORE CLOSING THE SHUTTERS!!!

Closing the shutters onto a chair or bag leaning against the windows will damage the shutters.

- ❑ **All external doors closed and locked** – entries, first aid, umpires change. If doors are not locked then get the key from the key safe and swipe the master reader on the wall next to the men's toilet.
- ❑ **Change rooms** - all 6 change room doors are closed and locked.
- ❑ **Store rooms** - roller shutters to store rooms (behind change rooms) are down.
- ❑ **3 gates** are closed and locked. All 3 gates operate on the same **CODE**.
 - Next to Canteen – this gate is on a magnetic lock. Close it and it should lock automatically. Make sure the bolts are down at the bottom for extra security.
 - Sliding gate – use the keypad to enter the code and the gate will close.
 - Back (grandstand) gate – close the gates and lock with the chain and padlock. The padlock may need to be set to the gate code to close it but then spins the code to lock it.

Problems?

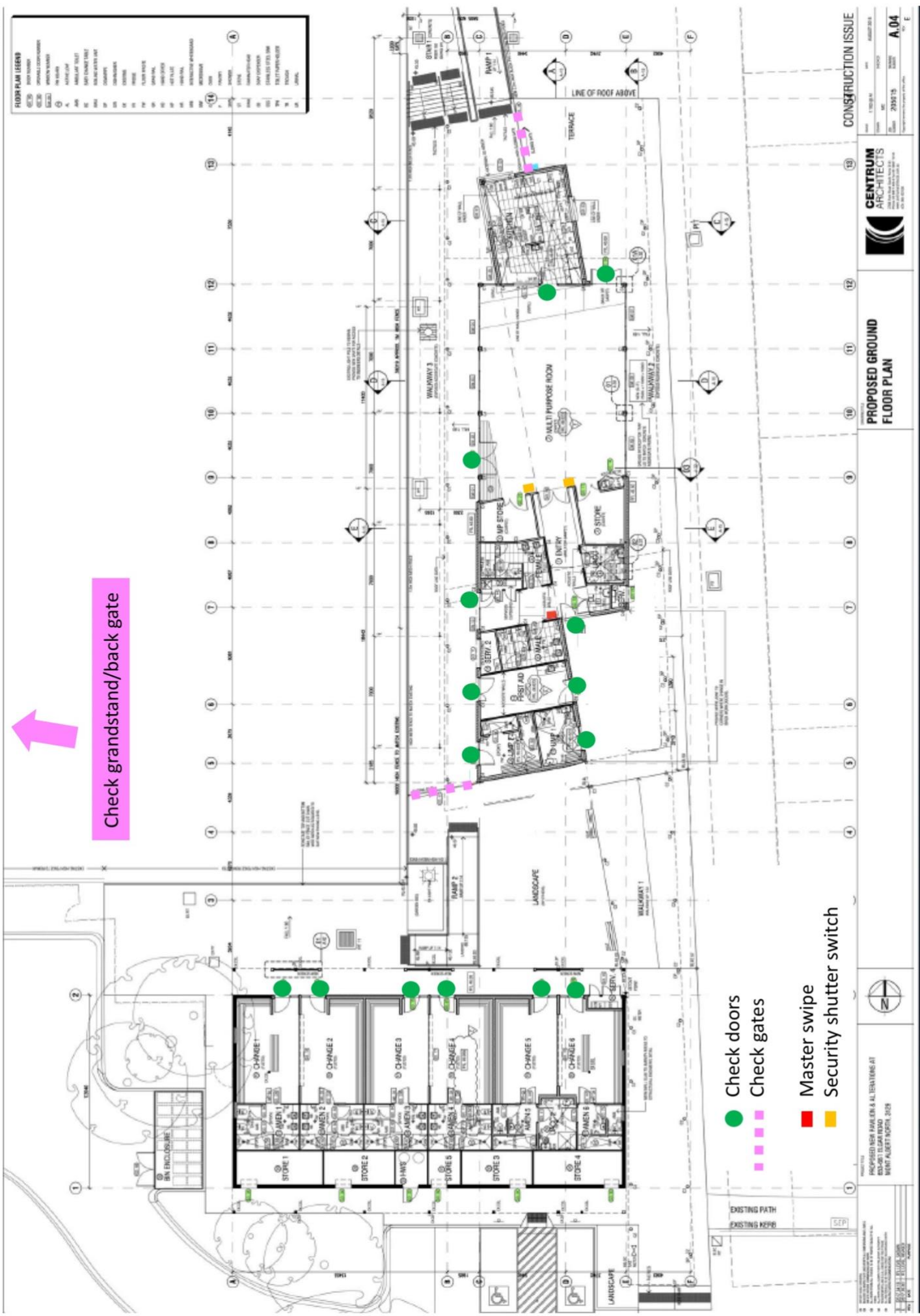
If you are having any problems the following can help:

- Ground Manager (Mathew Morrow) – 0427 507 592
- Juniors – Chris Arthur 0431 976 787
- Senior Men – Bill Allen 0419 368 289
- Senior Women – Issy Hassall
- Masters – Grant Kentell 0435 780 006

FLOOR PLAN LEGEND

①	DOOR SYMBOL	⑪	DOOR	①	GRID
②	DOOR LOCKDOWN	⑫	DOOR	②	GRID
③	DOOR LOCKDOWN	⑬	DOOR	③	GRID
④	DOOR LOCKDOWN	⑭	DOOR	④	GRID
⑤	DOOR LOCKDOWN	⑮	DOOR	⑤	GRID
⑥	DOOR LOCKDOWN	⑯	DOOR	⑥	GRID
⑦	DOOR LOCKDOWN	⑰	DOOR	⑦	GRID
⑧	DOOR LOCKDOWN	⑱	DOOR	⑧	GRID
⑨	DOOR LOCKDOWN	⑲	DOOR	⑨	GRID
⑩	DOOR LOCKDOWN	⑳	DOOR	⑩	GRID
⑪	DOOR LOCKDOWN	㉑	DOOR	⑪	GRID
⑫	DOOR LOCKDOWN	㉒	DOOR	⑫	GRID
⑬	DOOR LOCKDOWN	㉓	DOOR	⑬	GRID
⑭	DOOR LOCKDOWN	㉔	DOOR	⑭	GRID
⑮	DOOR LOCKDOWN	㉕	DOOR	⑮	GRID
⑯	DOOR LOCKDOWN	㉖	DOOR	⑯	GRID
⑰	DOOR LOCKDOWN	㉗	DOOR	⑰	GRID
⑱	DOOR LOCKDOWN	㉘	DOOR	⑱	GRID
⑲	DOOR LOCKDOWN	㉙	DOOR	⑲	GRID
⑳	DOOR LOCKDOWN	㉚	DOOR	⑳	GRID
㉑	DOOR LOCKDOWN	㉛	DOOR	㉑	GRID
㉒	DOOR LOCKDOWN	㉜	DOOR	㉒	GRID
㉓	DOOR LOCKDOWN	㉝	DOOR	㉓	GRID
㉔	DOOR LOCKDOWN	㉞	DOOR	㉔	GRID
㉕	DOOR LOCKDOWN	㉟	DOOR	㉕	GRID
㉖	DOOR LOCKDOWN	㊱	DOOR	㉖	GRID
㉗	DOOR LOCKDOWN	㊲	DOOR	㉗	GRID
㉘	DOOR LOCKDOWN	㊳	DOOR	㉘	GRID
㉙	DOOR LOCKDOWN	㊴	DOOR	㉙	GRID
㉚	DOOR LOCKDOWN	㊵	DOOR	㉚	GRID
㉛	DOOR LOCKDOWN	㊶	DOOR	㉛	GRID
㉜	DOOR LOCKDOWN	㊷	DOOR	㉜	GRID
㉝	DOOR LOCKDOWN	㊸	DOOR	㉝	GRID
㉞	DOOR LOCKDOWN	㊹	DOOR	㉞	GRID
㉟	DOOR LOCKDOWN	㊺	DOOR	㉟	GRID

Check grandstand/back gate



- Check doors
- Check gates
- Master swipe
- Security shutter switch

PROPOSED FLOOR PLAN

CONSTRUCTION ISSUE

CENTRUM ARCHITECTS

PROPOSED NEAR PARKER & AL TERTIENS AT 830-851 ELGAR ROAD, WEST ALBERT NORTH, 2023

DATE: 2023/10/15

SCALE: A.04

PROJECT NO: 2023/10/15

DESIGNER: CENTRUM ARCHITECTS

DATE: 2023/10/15

SCALE: A.04

PROJECT NO: 2023/10/15