

## **Niceville Yacht Club**

### **Daily Checklist for Dockhand at Marina**

#### **1. Inspect Docks and Piers:**

- Check for any damage or hazards, screw down any loose deck boards, Remove nail pops. Fix minor Cross bracing on finger piers, fix brackets on entry fencing.
- Ensure cleats, lines, and fenders are in good condition, check dock lines and fenders
- Ensure no water leaking or dripping for outlets
- Ensure no boat is causing damage to docks, properly secured

#### **2. Clean Restrooms and Showers:**

- Refill soap, paper towels, and toilet paper. - Ensure cleanliness and address any maintenance issues., Empty Trash and clean toilets.

#### **3. Inspect Marina Grounds:**

- Pick up any litter. Check for any landscaping needs (e.g., watering plants),
- Keep weeds out of front bed.
- Ensure no clutter in front entry, Grills Cleaned and secured, Chairs Organized

#### **4. Dock Lighting:**

- Ensure all lights are operational.
- Replace any burnt-out bulbs.

#### **5. Assist Boaters:**

- Help with docking and undocking.
- Provide information and assistance as needed.

#### **6. End of Day Report:**

- Document any incidents or maintenance needs.
- Pass on information to the marina manager.

#### **Additional Weekly Tasks**

- Inspect Fire Extinguishers, ensure they are in good working order and accessible.
- Check Life Rings and Safety Equipment:
- Verify all safety equipment is in place and functional.