

SLYC REAR COMMODORE INSTRUCTIONS.

9-23-2009

1) Monitor and Update Card Lock System.

- a) See SOP regarding log in
- b) See Michael for new login
- c) FYI- in the past cards were issued for the following;
 - i) Liquor Delivery- also had access to liquor cabinet.
 - ii) Front Door Access- you can allow access from to dates.
 - (1) Painters
 - (2) Electricians-
 - (3) Security-
 - iii) You may want to get clarification of who and why you issue a temporary card.
Things to consider:
 - (1) If you don't issue temp cards someone must open club house to do work.
 - (2) Most if not all workers used are bonded.
 - (3) Minimum exposure to loss. No/little money on premise.

2) Chairman of House Committee:

- a) Members:
 - i) Steve Davis approached me to join a group of 5 individuals to meet 1 or 2 times to months to do duties. My recommendations is as follows:
 - (1) **Call for volunteers** – This is my experience is as follows:
 - (a) Foghorn: ask for members to serve on board. I got no one to respond.
 - (b) Best bet is to solicit members of your friends you hope you can count on.

b) Meetings:

- (1) Participation:
 - (i) Difficult to get anyone to attend or commit to performing duties.
 - 1. Recommend committing to e-mail to accomplish most business.
- (2) Projects:
 - (i) Past projects were
 - 1. Kitchen Upgrade- See Dorie for details.
 - 2. Lighting/Electrical:

- a. Note: to get it passed it took approx. 3 months and{
 - i. 1ea statement of work
 - ii. 2ea proposals.
- b. Stolmeyers Main Lighting- purchased fixture
- c. Action Electric preformed installation.

(ii) Future/incomplete projects:

1. Lighting- 1 more string of lights near front door & over bar.
 - a. \$1,000 per string.
2. Audit/Visual- SLYC needs to improve the visual aspect of the club.
 - a. Justification:
 - i. Not so wet Wednesday- many of the presentations were of trip
 - ii. Projector was on loan by WLH by More Diagnostics, Inc. If tube burns out replacement cost is \$300.00 It is no longer available.
 - b. Large screen monitor or projector.
 - i. High Lumens/contrast monitor.(TV) would be recommended solution. Maximum screen size is 42". Approximate cost is \$2,000.
 - ii. Next year would be great time to buy. Experts say there should be more big screens than buyers.
3. Painting. Interior-
 - a. Should be completed this year.
 - b. Budgeted:\$300. for material
 - c. Labor- No cost- performed by members.
 - i. Cas Polaski could be used to supervise & get paint @discount.
4. Painting, Exterior
 - a. Brush painted with premium paint in 2008
 - b. Should last to 2011-2012
5. Dishwater-
 - a. Existing dishwasher/water heater does not provide enough hot water during peak usage.
 - b. Budgeted \$1,500 to \$3K. was suggested to Michael D.

- c. Kitchen could be considered to be commercial because SLYC rents out to public.

(3) Committee vs. Do it yourself- at some point, one must make a decision.

- 3) ANNUAL FIRE INSPECTION, Coordinate CDF fire inspection
 - a) CDF will contact
- 4) FIRE EXTINGUISHERS/
 - a) Scott will service automatically.
- 5) Stanley (formerly HSM)- FIRE ALARM, recertification - See Commodore for access code. Contact number: 1-877:476-4968
 - a) Transferring contact person each year is not addressed.
- 6) BUILDING
 - a) Maintenance, Supervise
 - i) Repairs –
 - (1) ;General-
 - (a) Bob Cazier more than helpful-has limited time.
 - (2) Refrigeration- Cal Coast Refrigeration
 - (a) Preventive Maintenance Contract
 - (i) PM- performed every 90 days.
 - (ii) Repair not covered but they should be used to repair.
 - (iii)Contract remains in effect until notified by either party.
 - (iv)See Contract for particulars.
 - (b) Ice Machine
 - (i) New machine is marginal in hot weather & large crowds
 - (ii) Karen Gruber will be asking for new machine in Jan.
 - (iii)New in 08-3 year warranty
 - (iv)Be prepared to supplement ice during
 - (3) Electrical-
 - (a) Action Electric performed last servicing.
 - (b) Members, unknown
 - (4) Flooring,
 - (a) Past-would spend \$2500 to resurface.
 - (i) Diamond Floor Coverings- AG.
 - (ii) Probably can do only one more time- limited wood left.

- (b) Rejuvenate floors. –
 - (i) Jim Larmarca proposed and has performed for last 2 years.
- (5) Canvas
 - (a) Front door
 - (b) Windows
- (6) Deck Furniture
 - (a) Finish
 - (i) KEEP TEAK CLEAR- DO NOT USE ANY COATING!!!
 1. Teak has a natural oil does not require coating
 2. Use power wash and wood bleach once stains occur.
 - (b) Hardware- from time to time parts will fall off.
- (7) Flag Pole-
 - (a) Last done in 06
 - (b) Needs to be lowered, prepared and repainted
 - (i) Note lag bolt(blind) inserted thru rail ocean side
 - (ii) Valspar Maine Topside Polyurethane Enamel
 1. #3214 White Gloss.
 2. One coat covers all.
 - (c) Replace line(make longer) and shackles.
- (8) Deck-
 - (a) Requires annual resurfacing
 - (i) Schedule after Spring Clean up and prior to Opening Day
 - (ii) Bob Cazier performs yearly knows and buys material.
 - (b) Replace deck in 2010- 2011
 - (i) Not itemized in Reserve account
- (9) Windows, exterior and interior
 - (a) Windscreen
 - (i) Use the following equipment
 1. Mr. Clean Car wash system
 2. Woolly scrubber on an attachment.
 3. Squeegee not required.
 - (ii) Process
 1. Spray off with tap water

- a. Area above windows
- b. Window
- 2. Spray window Mr. Clean soap and scrub
- 3. Spray off with di-ionized water setting.
- 4. Let air dry,

(iii) Windows, Exterior

- 1. Same as above except for the following:
 - a. Equipment:
 - i. Garden hose
 - ii. Extension for Woolly scrubber.
 - iii. Step ladder -10'

(10) **Wolf Gas Stove-**

- (a) Some replacement parts for oven are required.
- (b) For repair use retired So. Cal Gas repairman
 - (i) Lou Salazar- cell 866-3324 See bus card

(11) **Kitchen Exhaust Fan-**

- (a) 5 year warranty
- (b) Cal Coast ? ''

(12) **Audio/Visual**

- (a) Joe Chufar knows system.

(13) **Tables Tops-**

- (a) 5/6 need to be sanded and light oak polyurethane applied.
- (b) 1/6 needs to be stripped and coated.

(14) **Building Keys-** see Dorie

- (a) Key Box- see Dorie.

b) Maintains **janitorial kitchen**, and bathroom supplies

- i) Smart and Final
 - (1) Credit card, use to purchase
 - (2) Supply check off list- recommend it be created
 - (3) ? contact to authorize purchases

c) **Cleaning Schedule**, Establish with contractor

- i) Contractor- Absolute Janitorial
 - (1) Contact: Rob 528-6772

- (2) Has done an exceptional job
- (3) Use for
 - (a) Extra cleanup prior to Opening Day
 - (b) Post party
- ii) Recommendations
 - (1) Review/Update contract
 - (a) Itemize duties.
 - (b) Hourly rate.
- d) Clean Up day(s)
 - i) Spring Clean Up
 - (1) Scheduling
 - (a) Coordinate with master calendar to avoid the following:
 - (i) Conflict with Sailing Schedule
 - (ii) Campouts
 - (b) Time frame
 - (i) Clean up,
 - 1. Around 1month prior to Opening Day
 - (ii) Deck, refurbish-
 - 1. 2 weeks prior
 - (iii) Clubhouse Floor (see also 5.a.4)
 - 1. , 1 week prior
 - 2. Post a closure notification.
 - (2) Duties/particulars, Delineating
 - (a) General Comment:
 - (i) Work force
 - 1. SLYC members (volunteer)
 - a. Expect 20 to 25 total
 - i. Board members 2008 3/13 participated.
 - ii. Commodore – 1 ½ max.
 - iii. Vice Commodore all day
 - iv. Rear Commodore all day +
 - v. Unless something changes don't count on.
 - 2. New Member and want-a-be.

- a. New 3 of 3
- b. Want a be 4 to 6

(ii) Time

- 1. Expect them to spend 3 to 4 hours max. Therefore, stations must be ready when they arrive. You should expect to do nothing but coordinate activities and answer questions.
CAUTION- DO NOT TOUCH THE SHIP STORE!
- 2. If every tasks are completed RC should expect to spend the following:
 - a. 4 hour – Day prior to purchase cleaning supplies and setup of stations.
 - b. 8 to 10 Clean up day.

(iii) Promote Spring Clean Up

- 1. Foghorn
- 2. Poster with signup
- 3. Pre Clean Up sign up
 - a. Print out Clean up stations
 - b. Circulate during Happy Hour
 - c. Most effective.

(iv) Duties/Station set up

- 1. 2007