

# Cleveland Rowing Foundation

## Boathouse Opening and Closing Procedures

### OPENING PROCEDURES

Front Gate – Current code is ----. Once open, please put the combination back to 0000 and leave it in the locked position.

Speed Limit – 5 mph. Please drive carefully through the parking lot.

Steel Door – Use the smaller key in the box to the right of the door to unlock the door. Hold the OPEN button until the steel door is all the way up. Remove the key and leave in the off position. The steel door can be opened and closed from the inside of the building at any time using the buttons inside.

Glass Door – Use the larger key to open the glass door. Coaches can keep the door locked open by holding down the push handle down to lock into place.

Security Alarm – Punch in the 4-digit alarm code followed by the ON button. You have 60 seconds to put in the code before the alarm sounds. If the alarm sounds, please call Power Alarm at 216-289-5600 – also listed on the keypad. State: “My name is ----- from the Cleveland Rowing Foundation and accidentally tripped the alarm. The password is “-----”. Do not send security”. If the alarm is sounded, Power Alarm will notify the police to report to the facility. CRF is charged a \$75.00 for a security check.

Lights – Located in the following areas:

- Lobby and Coaches Lockers – located on left wall of the lobby
- Cox-Box Room – located inside the cox-box room
- Erg Room – Next to the electrical room and shower
- Main Bay – Next to the erg room door. (Please only turn on your bay lights)
- Kitchen – Top of the stairs on the right wall

Erg Room Door – This is an emergency door. Please keep this door locked.

### CLOSING PROCEDURES

- If you are leaving the boathouse, please ensure a certified independent sculler, SQL, or coach is present to close the facility.
- Make sure all Bay Doors are closed and locked securely
- Make sure all lights are off, including the kitchen and erg room

Security Alarm – All doors must be closed for the system to arm. Punch in the 4-digit alarm code and press ON. You have 60 seconds to leave. If there is a door open, the system will not arm.

Glass Door – Exit through the glass door confirming that the door is locked. Use your key to release the lock if it has been set to remain open.

Steel Door – Use your key to turn on the power to close the steel door and lock it closed. Make sure you leave it in the off position.

Front Gate – The last certified person leaving should make sure the gate is closed. (The last coach, certified sculler, or SQL should close the gate)

\*\*Please check the sign-out book to determine if anyone is left on the water. The number of cars in the parking lot can give a false impression that participants are at the boathouse.

Soft Close – If all rowers are on the water and the building is unoccupied, the boathouse MAY NOT be left open. The man doors should be closed and locked. The bay doors should be pulled down with the rope pulled to the outside of the door and/or the door left open 6 inches.

#### Emergency Phone Numbers

Medical Emergency – 911

Cleveland Police Department – 216-621-1234

Cleveland Metroparks Rangers – 440-331-5530

CRF Executive Director – 216-308-4183

Coast Guard – 216-701-5989

Power Alarm – 216-289-5600

ODNR – 216-361-1212