

**Sagtikos Rod and Gun Club, Inc.**  
**Afton Facility Check List**  
**East Afton Road, Afton, NY (10/1/10)**

**Opening Check List**

- Check facility for any damage, if any is noted contact Phil Theiss @ 631-398-3002

**In the First Trailer**

- Sign in log book noting by name including any guests. There are no reserved bunks, it is first come first pick.
- All pad locks with combinations use the same code. Pad locks requiring keys, located in trailer, in kitchen on wall right of stove.
- Turn on water pump (electric panel in first trailer)
- Throw switch for hot water heater only after you determine there is water in the tank
- Open gas valve for stove (located under top cover of stove), light pilots for burner and oven (located in back of lower oven section, if you don't, you will begin to smell gas).
- Gas dryer gas line was capped due to leak, but shut off is back by hot water heater.
- Check the gas level in the outside tanks and note level in log book. If at or below 25% contact Suburban Gas for a fill up. The phone # is 607-432-1903, our account # is 2250-010562.
- If the furnace is not working when you enter or are staying at the trailer especially during the heating season, contact Suburban Gas for a service call. There are spare electric heaters at the facility to heat in temporary situations to prevent pipes from freezing. We can also call a neighbor David Gregory 607-843-2322.
- During heating season, make sure heater is on and working for the pump house!
- For safety sake, remove all door pad locks from outside doors when using the facility just in case of needing to exit during an emergency or fire.
- The club stocks paper goods and toiletries for the members use. If you use up an item, please replace it! The facility has a septic system. We keep a supply of Septic system treatment, please add some to help keep the septic system from backing up.
- The facility has basic Dish Network TV reception. If there is a service issue, the account number is 8255 90 966 32116411, account under name of Phil Theiss. 1-800-894-9131. Do not order any movies, there is a VCR and DVD and loads of movies donated to the club and for your use.
- During the heating season, there is a temperature controlled heater set up by the water heater room as a back up should the furnace break down while no one is staying at the facility. Do not turn off.

**In the Second Trailer**

- Power is normally fully shut off (unless the second bathroom has been activated). The electric panel is located in the first bedroom. Turn on needed power EXCEPT for the breaker for the second hot water heater since it most likely is empty and will burn out without water in it!
- If there are several members using the facility at the same time and the second bathroom is needed, the water feed is thru the garden hose running on the ceiling and water turn on is located by the water heater in the first trailer.
- There is a second refrigerator in the second trailer bathroom. Only turn on if needed.
- This trailer is heated by electric heaters. Loss of power for the facility call NYSEG at 1800-572-1131. Our account # 1001-6625-120.



## Sagtikos Rod and Gun Club, Inc.

### Common Sense Items while using Facility

- Facility has a Septic system which means it does not have unlimited water use capacity. There are shower water restrictors in use. Do not take long showers! Keep rubber cover over drain in bathtub to prevent sewer gas for coming into trailer (no J line in drain due to freeze issues)
- The club has installed a urinal in the second trailer bathroom. Please use this rather than toilets whenever possible to minimize water to septic system. There is gravity fed water for the urinal.
- During the heating season, when you are all out hunting turn down the heat in both trailers (suggest around 60 degrees) to save on energy costs and help keep the dues down.
- Keep the trailer clean especially of snacks and perishable foods. This will minimize any rodent or bug potential issues.
- There is no garbage service, take garbage to any local dumpster or take home with you.
- Our neighbor Steve Holland residing at #576 (one house up from the trailer going towards the park) watches our facility and is there just in case of emergency. His phone #'s are 607-967-2713 (h), 607-316-9191 (c). He will usually stop by to say hello. If you are new introduce yourself.

### Closing Check List

#### In the Second Trailer

- If you are the last to leave the facility, drain the water from the second bathroom (turn off power to water heater first). This includes the water heater, toilet and sink lines. There are drain shut offs by water heater and toilet/sink.
- During the heating season, leave the thermostat for the second bathroom at 55 degrees and close the two doors in order to prevent pipes from splitting.
- Drain urinal and add some anti freeze to the urinal to prevent freezing and cracking urinal.
- Clean out and shut off second refrigerator. Leave refrigerator doors slightly ajar to prevent mold.
- Make sure thermostats for remaining 3 rooms are turned to off. **Electric heat very expensive!**
- Pull down shades and make sure security bars are put on each door and any outside pad locks.
- Close all doors between bedrooms and breezeway to first trailer.
- If thermostat is on for second bathroom, make sure all lights and fans are turned off in all rooms

#### In the First Trailer

- Make sure both trailers are clean when you leave, vacuum or mop floors as needed. Clean and put away all dishes and pots used during stay.
- **Do not leave any perishable food in the refrigerator. Do not assume another member will follow your stay or want to use it! Do not leave any snacks open or closed. It will draw rodents and bugs!**
- Turn off water pump and water heater!
- During the heating season, make sure the heater in the pump house is on to avoid freeze up! If heater is not working, make sure the light fixture is on with a good bulb to provide some minimal heat!
- During heating season, leave thermostat at 55 degrees, open cabinet below sink in kitchen and bathroom for heat circulation.
- Shut off gas to stove (under hood of top burners)
- Shut off gas to dryer if in use (located by water heater).
- Pull down all shades, turn off lights. Refrigerator will be left on for items in freezer. Do not leave any dairy products or uneaten food in refrigerator!
- Make sure all windows are closed.
- Note gas level in outside tanks and make note in log book.
- Note in log book the length of your stay and any events or trailer items that will be helpful to the next person.
- Pad lock all doors, return combo to all 0's and make sure facility keys are back on kitchen wall.
- Bring in boot cleaner.
- Take home any residual trash from your stay, leave a clean bag in the inside garbage can.