

# **Rental Dock Daily Checklist**

## ☐ **Morning / Opening Procedures**

- Open Register (drawer count)
- Check Bathrooms (paper products) Clean?
- Turn on open sign
- Check Webreserv report for first boats going out (pay special attention to these boats first when doing your dock check)
- Prep Boats - Check battery, bilge, blower, electronics and fluids in all vessels on the dock.
- Crank all the vessels to ensure they will start and have had sufficient time to warm up.
- Ensure the vessels are full of fuel
- Clean vessels thoroughly (upholstery, rub rails/fiberglass, storage compartments, floors, windshields, etc.)
- Check to make sure the following items are in the vessels
  - Keys & registration
  - Fenders & dock lines
  - Safety jackets
  - Fire extinguisher
  - Tow-equipment (if applicable) and tow ropes & inflator
- Check that you have adequate amounts of all paperwork needed to complete reservations for the day.
- Check messages (e-mail & voice mail) voice mail comes through via e-mail
- Put out product at store front
- Put out rental display Kayaks and SUP's
- Check and start laundry if needed
- Water any plants needing water
- Clean waterfront area – beach, rental kayaks & Sup's if needed

## ☐ **Daily Duties**

- Keep work area clean
- Constantly check email for messages
- Constantly check reservation system for online reservations
- Promote the company by engaging walk-up customers in conversation and attempt to gain their business.
- Stay busy and productive during downtime by keeping work area as well as all vessels **clean and in good working order**.
- Check any stock level through out the day on products running low in the store. Report needs to your supervisor. (i.e. drinks, ice etc..)

## ☐ **Closing Procedures**

- Secure and check all boats
- Lock all Waverunners with cable locks
- Check fuel level in tank – keep above ¼ tank-
  - **(call parker oil if refill needed 1-706-782-3110)**
- Bring up all lanyards and keys to office

- Empty trash cans so they are ready for the morning
- Put up all product and rental displays from store front
- Lock gates and building
- Cash drawer count (drop cash to Deborah at the dealership)
- Set alarm on the way out