

DUTY NCO CHECKLIST

Date: _____

Duty Officer: _____

Duty NCO: _____

TASK	DUTY NCO	DUTY OFFICER
Beginning of the training night		
Set up classrooms White boards/flipcharts Markers, erasers, paper, pens		
Set up parade square markers		
Set up coat room area		
Ensure duty flight is helping set up office		
End of the training night		
Pick up any items left in Parade Square or entrance way		
Coat room cleaned up		
Washrooms checked and tidied up		
Eagle's Nest Room 1 cleaned and chairs up		
Eagle's Nest Room 2 cleaned and chairs up		
Community Room cleaned and chairs up		
Office cleaned and all items returned to supply		

DUTY NCO REPORT

Please report any damages (i.e. broken windows etc.) and indicate when they occurred (i.e. was found upon initial inspection of the building). As well report any materials (chairs, tables) that were previously set up before our use of the building.

Duty NCO Signature _____

Duty Officer Signature _____

DUTY NCO TASKINGS

TASK	TIMING
1. Report to Duty Officer	1815
2. Receive duty binder and briefing from Duty Officer	1815
3. Inspect building and report findings on report sheet	1815
4. Report to Trg O to receive schedule & classroom allocation	1820
5. Set up classrooms	1830
6. Attendance to Admin O	1900
7. Call absent cadet's with Squadron phone	
8. Carry out takedown according to checklist	2105
9. Complete duty NCO checklist	2115
10. Report to Duty Officer for final inspection together	2120