

Strathgartney Equestrian Park Open and Closing Instructions

General:

The water is left on for the summer to provide washroom usage and ability to water animals. Please do not turn the Water Pump Switch off (located above the water tank) and do not turn off the water pump breaker in the panel box.

Canteen

The Canteen is cleaned and inspected annually before the start of each season. Most supplies are provided, this includes disposable plates, cups and cutlery, paper towel, BBQ utensils, cleaning supplies, bleach, sanitizer test strips, food thermometer, hairnets, gloves, aprons, tables, etc. There is also a BBQ, microwave, fridge, toaster, kettle and coffee maker. Users are to provide their own propane for the BBQ.

Opening Steps

1. Move the BBQ outside. Ensure it is not placed too close to the building so as not to be a fire risk. Install propane tank. Before using the BBQ, ensure it is clean.
2. Turn on the breakers in the panel box, except hot water unless needed.
3. If you will need hot water, first turn on the breaker in the panel box and then the hot water heater switch which is on the wall to the left of the sinks. If you do not need hot water, please leave the breaker and the switch off. Always ensure the water is turned on and the hot water heater is full before turning the hot water switch on.
4. Close the fridge and freezer doors and plug in the freezer. Ensure the fridge is to the right temperature before leaving food items in it.
5. Place Waste, Compost, and Recycling cans outside in various places to ensure people can find them. Typically on South side of Canteen and Secretary booth. You will likely want some inside the canteen as well. Bags for these cans are clear for both waste and compost, blue for recyclables. Users must take all garbage with them at end of day.
6. Ensure you follow proper food handling procedures and complete all safety charts throughout the day for sanitizing, food temperatures, etc.

Closing:

1. Gather up all garbage: this must be taken off-site by the user, do not leave it behind. Check around seating areas and fence-lines for any garbage left behind.
2. Remove all food items from the fridge and canteen and take them with you when you leave.
3. Clean the BBQ utensils, canteen surfaces and sweep the floor.
4. Unplug the fridge and microwave and ensure fridge doors are left open.
5. Turn off all breakers EXCEPT leave the water pump breaker on. Ensure all taps are turned off.
6. Place garbage cans, tables, and BBQ and other equipment back inside the Canteen.
7. After double checking all the above, ensure the canteen windows are closed. Close the doors and lock with the padlock and upper and lower bolt locks.

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Opening

1. Keys and combinations will be given to you by at SEP representative before the date of your event. Please do not lose keys and return them as soon as your event is complete.
2. There are “Horse Show Today” signs in the Dressage Shed if you wish to use them. Place them at the end of McManus Road and ensure they are not too close to traffic to cause a hazzard.
3. All gates are to be kept closed whenever horses are on-site. This is particularly important for the entrance gate. Ensure they are place properly on their resting blocks, whether open or closed, do not leave them sagging.
4. Equipment is located in two storage buildings: Green Dressage Shed and Red Jump Shed. There are also 3 barrels for barrel racing and a wooden bridge for trail classes. A metal trail class gate is in the Dressage Shed as well as 6 pole bending poles. There is a measuring wheel in the Jump Shed and rakes. There is a potato belt harrow next to the Dressage shed to drag the rings. Flags and numbers for the cross-country course are located in the Dressage shed.
5. The dressage ring, show jumps and cross-country course are property of Horse Trials PEI. They have generously allowed users of SEP to use this equipment, so please handle them with care. If there is an issue with a piece of equipment or something gets broken, please let the SEP Committee or HTPEI know so that it can be repaired before the next booking.
6. The Secretary's Booth contains a table, desk and chairs, as well as the sound system. Please do not adjust the speaker wires. Plug in the sound system to use.
7. Breakers will need to be turned on in the panel box located in the Canteen to turn on power to the Secretary's Booth and washroom.

Closing

1. Place all equipment back in the storage buildings. Please place it as close as possible to how it was before you removed it and try to leave everything neat and tidy.
2. Remove all paperwork from Secretary's Booth and gate information boards, etc.
3. Ensure all garbage is cleaned up and take it with you when you leave.
4. Close all gates, make sure they are placed on their blocks and chained.
5. Return the “Horse Show” signs back to storage buildings.
6. Remove all decorations you may have used during the show and take them with you when leaving. If you are unable to remove all items that same day, please advise the SEP Committee when you will be back to remove the remaining items.
7. Ensure main entrance gate is closed, chained and locked upon leaving.