

DUNEDIN BOAT REPAIR PROCEDURES

From September through May:

1. The Windlasses Maintenance Team (WMT) keeps a clipboard posted at the Pram Shed providing contact information and listing all the prams.
2. Instructor or Windlass enters description of breakage on the boat chart.
3. The instructor will contact the WMT on the day of the event to tell her immediately that a boat has been damaged and needs repair.
4. WMT Leader or Designee assesses the damage and determines how/when the repair will occur and whether the boat is sail-worthy.
5. A boat determined by WMT or by an instructor to be not sail-worthy shall be marked with bright BLUE PAINTER'S TAPE so that others know that the boat needs repair and should not be used. Write on the tape a description of the damage.
6. The WMT Leader or Designee assigns the non sail-worthy boat to be repaired off-site.
7. WMT transports the boat to the appropriate shop for repair.
8. WMT Leader or Designee monitors the status of the repair and coordinates pickup.
9. WMT picks up the invoice and the boat; and transports the boat back to the Pram Shed.
10. WMT puts the original invoice in the envelope labeled COMMUNITY LIAISON.
11. Community Liaison ensures that the invoice is delivered promptly to the City for payment.
12. Repairs that can be accomplished at the Pram Shed by the WMT will be coordinated by the WMT Leader.
13. Boats declared not sail-worthy by the WMT Leader will be marked on the chart; they are not to be touched by anyone except for members of the WMT.
14. Event Leaders and Instructors must check the maintenance list before taking a boat out. If the boat is marked by BLUE PAINTER'S TAPE, it is not sail-worthy: Do not take out the boat.

DUNEDIN BOAT REPAIR PROCEDURES

From June through August:

15. The Windlasses Maintenance Team (WMT) keeps a clipboard posted at the Pram Shed providing listing all the prams.
16. Instructor enters description of breakage on the boat chart.
17. The instructor will contact Alicia on the day of the event to tell her immediately that a boat has been damaged and needs repair.
18. During the June and August Inventories, Inventory Team (which shall include a City, DYSA and Windlass from the WMT) assesses the damage and determines how/when the repair will occur and whether the boat is sail-worthy.
19. At any time, a boat determined by City or by an instructor to be not sail-worthy shall be marked with bright BLUE PAINTER'S TAPE so that others know that the boat needs repair and should not be used.
20. In June through August, the City Leader or Designee assigns the non sail-worthy boat to be repaired off-site.
21. City transports the boat to and from the appropriate shop for repair.
22. City Leader or Designee monitors the status of the repair and coordinates pickup.
23. City will advise Community Liaison by email of charges for repairs and provides the Community Liaison with a copy of each invoice.
24. Boats declared not sail-worthy by the Inventory Team will be marked on the chart and not used.
25. Event Leaders and Instructors must check the maintenance list before taking a boat out. If the boat is marked by BLUE PAINTER'S TAPE, it is not sail-worthy: Do not take out the boat.

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