

# Caribou Gun Range – Open / Close process

51b Juniper Ave, Smithtown, NY

Open for use for Caribou members, 2<sup>nd</sup> & 3<sup>rd</sup> Monday's and 2<sup>nd</sup> & 4<sup>th</sup> Thursday's of the month, 6:30-9:30pm

Locker combo 1-7-33

## Open / Entering

1. Enter main door using Keyfob
2. Turn on light at top of stairs
3. Turn on 3 light switches at bottom of stairs, opposite door
4. Enter range door using Keyfob
5. Sign in, make sure to enter your Keyfob #
6. **ANYONE NEW TO THE RANGE NEEDS TO SIGN BOTH WAIVERS BEFORE THEY CAN SHOOT**
7. Sanitize hands
8. Range:
  - a. Turn on range hallway light (left of range door)
  - b. Open both range doors
  - c. Turn on all switches on wall (4)
  - d. Open all 3 vents
  - e. Turn on timer for fan
  - f. Turn on stage lights for stages being used
  - g. CLOSE RANGE DOORS
9. Remember ALL safety rules – including eye & ear protection
10. **NEVER check upstairs /outside door open**

## Close / Leaving

1. Range:
  - a. **Clean brass/shells**
  - b. Clean used stations
  - c. Turn off timer for fan
  - d. Close all 3 vents
  - e. Shut off all switches on wall (4)
  - f. Leave both range doors OPEN
  - g. Shut range hallway light off
2. Clean table / area used
3. Sign out
4. Close door and shut 3 lights
5. Shut upstairs light
6. **Close door - double check it is locked**