

**OPENING/CLOSING CHECKS**

Week commencing:

	Mon		Tues		Weds		Thur	
	AM	PM	AM	PM	AM	PM	AM	PM
<b>OFFICE</b>								
Check environmental alarm is on/off as needed								
Check food is prepared & defrosting for the next day								
<b>SMALL QUARANTINE</b>								
Check UV/heaters/chillers/pumps running on all tanks								
Check all sump levels								
Check waste valves closed on all tanks								
Check flow into all tanks								
Check overflows are clear on all tanks								
Check air into all tanks								
<b>AQUARIUM</b>								
Open/close coastal entrance door as needed								
Switch coastal 1 service area light on/off as needed								
Switch coastal 5 service area light on/off as needed								
Lock/unlock abyss fire doors as needed								
Ensure LSS functioning correctly in Subs 1 service area								
Ensure stoodfresh fill is on/off as needed								
Switch subs storage area lights on/off as needed								
Ensure LSS functioning correctly in Subs 6 service area								
Switch on/off working lights as appropriate								
Open/close whitewater exit door as needed								
Check animal health in all tanks								
Check flow into all tanks								
Check overflows are clear on all tanks								
Check air into all tanks								
<b>WILD</b>								
Ensure dust caps have been removed from smoke alarm								
Ensure all UV lights are switched on/off as needed								
Ensure tortoise doors are locked and slides are open								
Ensure leopard house lights are on/off as needed								
Ensure exhibit doors are locked								
Ensure underfloor heating is on								
Complete animal headcounts								
<b>PANGAEA</b>								
Ensure tropical house working lights are on/off as needed								
Ensure mains sockets to scales/washing machine are off								
Ensure access slides between the back pens are open								
Ensure vet room door is un/locked as needed								
Check filtration system is functioning correctly								
Emergency exit door bolt open/closed as needed								
Switch monkey fans on/off as needed								
Ensure tropical house working lights are on/off as needed								
Ensure pen 1, 2 and 3 doors are locked								
Ensure outside door pen un/locked as needed								
Ensure fire door is closed and lock/unlock bolt as needed								
Ensure all lights are on/off as needed								
Ensure swamp filtration system is functioning correctly								
Ensure swamp lights are on/off as needed								
Ensure tropical house heating is functioning correctly								
Ensure swamp water level is sufficient								
Ensure crab fogger is on/off and tank lid is on/off								
Ensure ant exhibit padlock is locked & secure								
Check snapping turtle system is functioning correctly								
Check ant system is functioning correctly								
<b>TROPICAL HOUSE</b>								
Ensure tropical house entry doors are un/locked as needed								
Ensure emergence light is on/off as needed								
Ensure dart frog system, RO & fan are functioning correctly								
Ensure padlock on frog fire exit gate is un/locked as needed								

Ensure Snake & Croc service lights are on/off as needed								
Ensure Snake & Croc systems are functioning correctly								
Ensure Butterfly fogger is on/off as needed								
Ensure tropical house working lights are on/off as needed								
Ensure pangea entrance doors are un/locked as needed								
WILD (cont.)								
Ensure Sulcata internal doors are closed and padlocked								
Check Meerkat exhibit								
Ensure Leopard internal doors are closed and padlocked								
Ensure both blue perimeter gates are closed & locked								
Ensure Squirrel internal doors are closed and padlocked								
Ensure Squirrel lights are switched off								
Ensure Mongoose holt is closed and padlocked								
Ensure Mongoose lights are switched off								
Lock/unlock sliding door by Squirrels as needed								
Ensure ray tank filtration is functioning correctly								
Check & adjust ray tank protein skimmer if needed								
Ensure ocean tank biotower pumps are functioning correctly								
Ensure ocean tank heater & pump is functioning correctly								
Ensure ocean tank flow pumps are functioning correctly								
Ensure ocean tank airlines are functioning correctly								
Ensure make-up valve is closed								
Lock/unlock access doors at entrance/exit bridge as needed								
Lock/unlock sliding door by Penguins as needed								
Ensure penguin access doors are closed & padlocked								
Ensure Otter enclosure access doors are secure								
Ensure Otter holt is secure and access door is locked								
Ensure service area lights are off								
Ensure Penguin filtration is functioning correctly								
Ensure Penguin sump water level is above the marker								
Check & adjust Penguin filtration protein skimmer if needed								
Ensure Penguin plant room door is closed & locked								
PLANT ROOM								
Ensure all waste valves are closed								
Ensure all fill/make-up valves are closed								
Ensure water level in the "pit" is above the marker								
Ensure all alarm switches are on/off as appropriate								
Ensure priming valves on the "bongos" are closed								
Ensure valves on the intake pumps are closed								
Ensure plant room door is closed & locked								
LARGE QUARANTINE								
Check UV/heaters/chillers/pumps running on all tanks								
Check waste valves closed on all tanks								
Check flow into all tanks								
Check overflows are clear on all tanks								
Check air into all tanks								
WIGGLE ROOM								
Ensure radiator is on/off and set appropriately								
Ensure main access door to wiggle room is closed								
Ensure main area lights are switched on/off as needed								
Ensure sliding door by quarantine is un/locked as needed								

## OPENING/CLOSING CHECKS

Week commencing:	Fri		Sat		Sun	
	AM	PM	AM	PM	AM	PM
<b>OFFICE</b>						
Check environmental alarm is on/off as needed						
Check food is prepared & defrosting for the next day						
<b>SMALL QUARANTINE</b>						
Check UV/heaters/chillers/pumps running on all tanks						
Check all sump levels						
Check waste valves closed on all tanks						
Check flow into all tanks						
Check overflows are clear on all tanks						
Check air into all tanks						
<b>AQUARIUM</b>						
Open/close coastal entrance door as needed						
Switch coastal 1 service area light on/off as needed						
Switch coastal 5 service area light on/off as needed						
Lock/unlock abyss fire doors as needed						
Ensure LSS functioning correctly in Subs 1 service area						
Ensure stoodfresh fill is on/off as needed						
Switch subs storage area lights on/off as needed						
Ensure LSS functioning correctly in Subs 6 service area						
Switch on/off working lights as appropriate						
Open/close whitewater exit door as needed						
Check animal health in all tanks						
Check flow into all tanks						
Check overflows are clear on all tanks						
Check air into all tanks						
<b>WILD</b>						
Ensure dust caps have been removed from smoke alarm						
Ensure all UV lights are switched on/off as needed						
Ensure tortoise doors are locked and slides are open						
Ensure leopard house lights are on/off as needed						
Ensure exhibit doors are locked						
Ensure underfloor heating is on						
Complete animal headcounts						
<b>PANGAEA</b>						
Ensure tropical house working lights are on/off as needed						
Ensure mains sockets to scales/washing machine are off						
Ensure access slides between the back pens are open						
Ensure vet room door is un/locked as needed						
Check filtration system is functioning correctly						
Emergency exit door bolt open/closed as needed						
Switch monkey fans on/off as needed						
Ensure tropical house working lights are on/off as needed						
Ensure pen 1, 2 and 3 doors are locked						
Ensure outside door pen un/locked as needed						
Ensure fire door is closed and lock/unlock bolt as needed						
Ensure all lights are on/off as needed						
Ensure swamp filtration system is functioning correctly						
Ensure swamp lights are on/off as needed						
Ensure tropical house heating is functioning correctly						
Ensure swamp water level is sufficient						
Ensure crab fogger is on/off and tank lid is on/off						
Ensure ant exhibit padlock is locked & secure						
Check snapping turtle system is functioning correctly						
Check ant system is functioning correctly						
<b>TROPICAL HOUSE</b>						
Ensure tropical house entry doors are un/locked as needed						
Ensure emergence light is on/off as needed						
Ensure dart frog system, RO & fan are functioning correctly						
Ensure padlock on frog fire exit gate is un/locked as needed						

Ensure Snake & Croc service lights are on/off as needed						
Ensure Snake & Croc systems are functioning correctly						
Ensure Butterfly fogger is on/off as needed						
Ensure tropical house working lights are on/off as needed						
Ensure pangea entrance doors are un/locked as needed						
WILD (cont.)						
Ensure Sulcata internal doors are closed and padlocked						
Check Meerkat exhibit						
Ensure Leopard internal doors are closed and padlocked						
Ensure Squirrel internal doors are closed and padlocked						
Ensure Squirrel lights are switched off						
Ensure Mongoose holt is closed and padlocked						
Ensure Mongoose lights are switched off						
Lock/unlock sliding door by Squirrels as needed						
Ensure ray tank filtration is functioning correctly						
Check & adjust ray tank protein skimmer if needed						
Ensure ocean tank biotower pumps are functioning correctly						
Ensure ocean tank heater & pump is functioning correctly						
Ensure ocean tank flow pumps are functioning correctly						
Ensure ocean tank airlines are functioning correctly						
Ensure make-up valve is closed						
Lock/unlock access doors at entrance/exit bridge as needed						
Lock/unlock sliding door by Penguins as needed						
Ensure penguin access doors are closed & padlocked						
Ensure Otter enclosure access doors are secure						
Ensure Otter holt is secure and access door is locked						
Ensure service area lights are off						
Ensure Penguin filtration is functioning correctly						
Ensure Penguin sump water level is above the marker						
Check & adjust Penguin filtration protein skimmer if needed						
Ensure Penguin plant room door is closed & locked						
PLANT ROOM						
Ensure all waste valves are closed						
Ensure all fill/make-up valves are closed						
Ensure water level in the "pit" is above the marker						
Ensure all alarm switches are on/off as appropriate						
Ensure priming valves on the "bongos" are closed						
Ensure valves on the intake pumps are closed						
Ensure plant room door is closed & locked						
LARGE QUARANTINE						
Check UV/heaters/chillers/pumps running on all tanks						
Check waste valves closed on all tanks						
Check flow into all tanks						
Check overflows are clear on all tanks						
Check air into all tanks						
WIGGLE ROOM						
Ensure radiator is on/off and set appropriately						
Ensure main access door to wiggle room is closed						
Ensure main area lights are switched on/off as needed						
Ensure sliding door by quarantine is un/locked as needed						