

## **Open Pistol – Indoor Range #1 “OPENING” Checklist**

1. Obtain Indoor Range #1 keys and Open Pistol Cabinet key from Clubhouse. Sign-out the two key-plates from behind the bar (via barmaid when bar is open) or with office acknowledgement when bar is not open.
2. Unlock the IDR #1 exterior door with the largest key on the IDR #1 key-plate.
3. Turn on hallway lights and IDR #1 interior lights (south wall). Inspect side walls and ceiling for any damage from previous range use.
4. Unlock the roll-around cabinet using the one key that is on the Open Pistol cabinet key-plate. Remove the sign-in sheet binder and place it on top of the cabinet. Fill in the date, RO Name, Club Membership number, etc. at the top of the sign-in sheet. Shooters (Members & Guests) will sign-in using this form.
5. Unlock (combination lock) the cash box inside the roll-around cabinet. Count the cash inside to be sure there is \$50 in small bills.
6. Unlock the large Open Pistol ammo cabinet using the one key that is on the Open Pistol Cabinet key-plate. Remove at least 3 pair of hearing protection muffs, and 3 pair of eye protection glasses. Place them on the hooks in the entry hallway.
7. Remove targets from the Open Pistol ammo cabinet. Fold them so that the top of the target is about 1 inch above the “#7” scoring oval line
8. Take targets to the front of the range. Turn on target lights using the switch on the east (RH) wall. Place targets on hangers by use of the spring-loaded clips and punch the studs mounted on the hangers through the paper targets.
9. Roll the firing line cabinet into position at the 21-foot line.
10. Remove push-mop and push broom from the locker in the boiler room. Use these to keep the used brass swept to the side of the firing line to eliminate a trip hazard for the shooters.
11. When shooters arrive and are ready to shoot, turn on the air handling system. The controls are located on the back (south) wall. Follow the written switch number sequence for starting the air handling system.