

## PORT NELSON SEAFARERS CENTRE CHECKLIST

### START

- Pick up key from Gatehouse. You must show your Driver's Licence or other photo ID to enter the Port
- Turn on lights upstairs (top of steps) and in phone booths. All lights remain on downstairs 24 hrs
- Count phone cards and money
- Curtains - Please open all if warm (so crews can see we are open), or if cold, just the ones facing the quay.
- Turn on ceiling and/ or extractor fans if needed (switches by stereo)
- Turn on TV – Make sure remote not aimed at the steel post! Please leave TV on “Video One”.
- Uncover pool table
- **Watch out for workboots** and ask them to be removed to protect the carpet. You can leave your shoes on the landing to encourage this if you like.
- Serve hot drinks as you like, biscuits later
- Mingle – many seafarers don't have anyone who will just listen to them!

### Finish

- Wash dishes thoroughly using hot water – crews are from many countries.
- Close windows and check fire escape door is closed securely
- Turn off TV
- Turn off ceiling and/or extractor fans.
- Cover Pool Table
- Tidy up/vacuum
- Count cards, enter totals in book & return to safe. Call Milo if stock is low.
- Please fill in Log Book- date, name of hosts, how many guests, what countries they are from, and any other positive comments. If you have any concerns or negative comments **do not** write them in the Log- Contact Milo 548 7623
- Lock upstairs and turn off light. Doors downstairs remain open and lights on 24 hours a day.
- Return key to Gate

**FREE INTERNET NOW ON 24/7 User name: crew password changes occasionally.**

**PHONES:** Please DO NOT unplug any wires!  
Bring the handset up from downstairs so that it is not taking up one of the lines.  
Please leave phone booths open on leaving. Keeps them smelling fresh!

Your family can reach you here on 548 2099 extension 710

### **PHONE CARDS**

They are in the small safe in the plastic bag. If low, please phone Milo. He doesn't come in every day.

As soon as you arrive, check how many cards and how much money is in the bag and record it in the black book,( even if no one is in). Then, count again at the end of the night.

If any discrepancy Call Milo 548 7623

- \$10AUS = \$10NZ  
American \$ accepted if they have exact change (rate noted on kitchen notice board) Both bars at the end of Carkeek St exchange money. Please encourage seafarers to change their money there or at a bank during the day.

**POOL TABLE** If the balls get stuck, there is a screw on the side that holds a door closed. Remove the screw, open the door, and SLOWLY pull out the drawer- the balls will fall into the drawer where you can collect them and put on the table. Replace drawer and close door, replacing the screw just a couple turns.

**PUBLIC TOILET** Downstairs at side of building. Hosts may use the one upstairs.

**SHIPPING CONFIRMATIONS:** On your scheduled day, you may call the Gatehouse on **548 2099** to confirm whether there are any ships in port, but please do so **AFTER** the 6.00pm shift change.

**ROSTER CHANGES:** Please email the office - [office@nelsonseafarers.org](mailto:office@nelsonseafarers.org) regarding any changes to the roster 72 hours before, or call 548 7623 36 hours before.

Hosts may not visit ships at this time (Port Security), but you are welcome to arrange to meet seafarers at the gate and take them on a tour. Please make sure they are not late returning to their ship!