



Good Afternoon All,

There will be a Major Working Bee at the Club on Saturday, 17 January, starting at 9 am. You will need to bring your own refreshments, as the kitchen is not operational.

**Work required is:**

1. To set up the office so that it is fully operational again.
2. To clean the chairs and tables and other furniture and transfer them from the kitchen, and the supper room back to the main playing room.
3. To set up the storeroom with new shelving.

**Setting up the Office:**

At the start of the day, the office will be empty.

Furniture will need to be reinstated, and all items stored in the various cupboards will need to be sorted and returned to their appropriate places.

Some items are no longer needed or are obsolete. These will be disposed of.

Once the office is restored, Trevor will set up the computers and printer so the office is fully operational.

**Cleaning of Chairs:**

Vikki's husband, Peter, has an upholstery cleaner, and his operation will be set up outside around 10 am. He will clean the chairs in batches of 10 or 12 at a time.

He will need a team of 2 or 3 helpers to place the chairs before cleaning, and then remove them after cleaning and put them in the main playing room.

He estimates that the operation will take about 3 hours.

**Cleaning of Tables (both Card Tables and Side Tables):**

The tables will be dusty, so they will need to be wiped clean with a damp cloth and then put into the main playing room. This operation could be done in the kitchen and/or the supper room, as they are unpacked.

**Setting up the Storeroom:**

New shelving should be available for assembly and installation.

Then various items can be returned to be stored. Some rationalization may be required.

**Note: The kitchen, Supper room and Bar** will not be able to be set up as the Plumbing and Electrical fittings still need to be reinstated.

Alan will be on site from 9 am to get things set up.

If you can help, please let Alan know by email at **astevens@xtra.co.nz** what times suit you, and we can sort out overlapping times so it doesn't get too crowded.

Regards  
Alan Stevens

**Please DO NOT reply to this email. Send your reply to Alan using the email above.**

If you can't make it to the Working Bee, perhaps you could call in and drop off some eats or drinks and words of encouragement to fuel our hard-working members.

**Grand Opening Day / Book Pickup Day**

Watch this Space!

If all goes according to plan, the Club Grand Opening Day and the Programme Book Pickup Day (they may or may not be the same day) will be held during the following week (i.e. 19-23 January).

Once finalised, the actual date(s) and details will be announced in a subsequent email.