Second floor

Pre-season

- inventory material to cover equipment, furnishings and items moved to the 2nd floor for temporary storage
  - tarps
  - rope
  - duct tape
  - XXL large plastic bags

Approaching storm

- Chef's office
  - because window is very vulnerable, it is not advisable to store equipment here
  - put server in closet in manager's office
  - put computer in closet in manager's office
  - cover desk with tarp
  - duct tape tarp into place

- Ship's Store display
  - drape tarp over shelves in case of water leak from above closet

- Hallways
  - closets opposite regatta room
  - remove or cover any major items that could be water damage if roof leaked

- Regatta Room
  - office equipment
  - stack other equipment on top of copier
  - cover copier with a tarp
  - remove window air conditioner
  - block window with large object
  - use as a locked storage area

- Restroom / Storage Area
  - block windows with large objects
  - use as a locked storage area

- Manager's Office
  - the number and location of windows in this office
  - make it inadvisable to store equipment here
  - move computer into closet
  - closet in Manager's office
  - remove items that may be needed before the office is accessible again
  - drape tarp over shelves in case of water leak from above closet
  - cover desk with tarp
  - duct tape tarp into place

- Office space - Member Services / Account
  - put computers under desks
  - cover desks with tarps
  - duct tape tarps into place

- Office space - Waterfront / JSP / RC
  - the number and location of windows in this office
  - make it inadvisable to store equipment here
  - move computers and other items to a more secure location

Assumption:
The 2nd floor will be used for the storage of replaceable items that have low unit cost or are too difficult or time consuming to move.