1 Daily ice observations

Record what you see and what is reported. Use your lead ice maker's approved local procedures. This sheet does not set operating targets or authorize maintenance.

Club / facility _____ Date _____ Shift _____

Observer _____ Sheets _____ Lead _____

Local procedure / version _____ Previous log _____

Start with the handover

Outstanding issue or restriction _____

Person responsible _____ Next review _____

Observations and accessible readings

If authorized, record displayed readings with units, instrument and location. Leave controls unchanged. Note visible frost, condensation, debris or surface concerns without trying to diagnose the cause.

Time / sheet	Observation or reading Include units and location	Context or change Draw, traffic, weather	Reported to / time

Player report to pass on

Report / behavior _____

Draw / end / path _____ Stone number(s) _____

Repeated or isolated? _____ Reporter / time _____

Next shift needs to know

Open issue or follow up

_____

_____

Owner _____ Due / next check _____

Handed over by _____ To _____ Time _____

Escalate safety concerns promptly. For an alarm, suspected leak or other immediate danger, follow the facility's emergency plan; do not investigate or repair it yourself.

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2 Between draw checklist

Use one sheet per turnover. Check only work within your training and authorization. The lead ice maker's local procedure sets the tasks, sequence and release decision.

Club / facility _____ Date _____ Sheets _____

Draw ending _____ Next draw _____ Person checking _____

Lead _____ Local procedure / version _____

Check and record

Mark C = checked, N/A = not applicable, or ! = needs follow up. Explain N/A or ! in the notes. A blank mark is not a completed check.

Check within your assigned role	Mark	Note or follow up owner
Previous handover and restrictions reviewed.		
Work area and access managed under the local procedure.		
Visible surface, access-route and equipment concerns checked and reported.		
Assigned preparation completed by trained people under the local procedure.		
Tools accounted for and stored; suspect items reported.		
Unresolved issues passed to the lead before the next draw.		

Work record

Task completed and local procedure reference

_____

_____

Completed by _____ Time _____

Release for the next draw

Status: ☐ Awaiting review ☐ Restricted / held ☐ Released by authorized lead

Restriction or condition _____

Decision by _____ Time _____

Next shift / session contact _____ Notified at _____

Do not improvise equipment adjustments, blade work, plant work or chemical use. A checklist never replaces training, equipment instructions or the facility's emergency plan.

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3 Issue and handover record

Capture an operational concern and who will follow it up. Follow emergency procedures first and write only when safe. Use your club's required incident process for accidents or injuries.

Club / facility _____ Date _____ Time _____

Sheet / location _____ Equipment ID _____

Reported by _____ Lead / contact _____

What was observed

Describe facts and location without guessing the cause

_____

_____

_____

Immediate response and current status

Steps taken under local procedures and who directed them

_____

_____

Status / restriction _____

Set by _____ Time _____ Record ref. _____

Notifications and follow up

Time	Person / role notified	Next action or decision needed	Owner / due

Handover and return to service

Received by _____ Date / time _____

Next check / outstanding decision _____

Release decision and conditions _____

Authorized decision maker _____ Date / time _____

Supporting service / incident record _____

Keep personal or injury details in the club's restricted incident process. Plant, refrigeration, electrical and blade-service concerns belong with the responsible lead and qualified service personnel.

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