

<b>TAKEDOWN 2023</b>												
		<b>TIMING</b>			<b>RESOURCE</b>		<b>Done?</b>					
		<u>Earliest</u>	<u>TARGET</u>	<u>Latest</u>	<b>(people)</b>							
		<u>start</u>	<u>by end</u>	<u>completion</u>	Min	Max						
				<u>by end</u>								
		<b>ADMISSIONS</b>										
1	Finish washing glasses		Sam		2	4						
2	Count glass stocks		Sam	Spm	2	4						
3	Decommission wash machines		Sam	Spm	1							
4	Programme residue - count & recycle		Sam	Spm	1							
5	Load glasses into container		Sam	Mam	1							
6	Pack glass polisher for return		S	M	1							
		<b>STILLAGE &amp; BARS</b>										
7	Stack unused (unopened) cider/perry on a pallet		After Closing		1	2						
8	Stack unused Wine/Mead on a pallet		After Closing		2							
9	Wash drip trays from Bars		Sam		1	4						
10	Empty remaining casks		Sam		2	4						
11	Move remaining empty casks		Sam		4	8						
		<b>SITE</b>										
12	Dismantle cider and wine stillages		Sam		2	4						
13	Dismantle beer stillage banners		Sam		2	3						
14	Dismantle beer stillages		Sam		2	8						
		<b>ELECTRICAL</b>										
15	Remove electrics from Church		Sam	M								
16	Remove electrics from grounds		Sam	M								
17	Clean beer lines and handpumps, soak and stack		Sam	Spm	2							
18	Clean Bar tops		Sam	Spm	1	2						
19	Dismantle bars & load into container		Sam	Spm	2	6						
20	Clean key keg equipment		Sam	Spm	2	4						
21	Collate cooler units		Sam	Spm	2	4						
22	Pack HQ stillage		Spm									
23	Stallholders off site		Spm									
24	Dismantle and load bars into container		Spm	M	6	12						
25	Put Hull stillage into container		Spm	M								
26	Pack & palletise handpumps	Sam	Spm		4	8						
27	Dismantle signage	Sam	Spm		1	3						
28	Stack hired tables & chairs	Sam	Spm		6	12						
29	Dismantle bike park, burial ground & stack crowd barriers	Sam	Spm	M	2	6						
30	Dismantle hired security fencing & stack	Sam	Spm	M	2	6						
31	HQ order returns palletised	Spm	Mam	M	2	4						
32	Decommission plumbing		Mam		1	2						
33	Staff facilities decommissioned		M		2	4						
34	Pews replaced		M									
35	Containers packed		M		2	4						