

# AM STABLES Updated 2 Feb 2026

## CHECKLIST AND SIGN OFF SHEET

- You are expected to complete the following tasks within the 3 hour time frame
- You are also expected to Check Diary and tack up lesson horses when a coach has a change of horse allocation. Untack, wash off, rug and take back to their paddocks/ yards the other horse.

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| 1. Check SuperFab and Mindbody for any changes since your last shift.                                                                                                                                                                       |  |
| 2. Check Medication Charts for horses needing AM medication.                                                                                                                                                                                |  |
| 3. Soak Speedi-Beet for all feeds that require it. Mix feeds with Speedi-Beet so it is distributed amongst the chaff etc. Wash out Speedi-Beet buckets & scoop. Wash down sink and benches.                                                 |  |
| 4. Check Run sheet for any early lessons. Bring horse up ready.                                                                                                                                                                             |  |
| 5. Put feeds out. Feed bins must be fed on grass or sitting in feed bins when possible.<br>(Stable Feed bins must be on the wall not the floor).<br>Feed any early lessons in the stable block and tack up in time for lesson.              |  |
| 6. Un-rug all horses if needed (Check Rug update sheet on wall). Fold & Hang up winter rugs neat and tidy and undercover incase of rain (not touching the ground).                                                                          |  |
| 7. Put on all fly veils/boots.                                                                                                                                                                                                              |  |
| 8. Put school horses in their correct day time paddocks (check wall chart for changes). Closing or opening gates as required. Ensure halter is returned to stable. Halter must be hanging from the headpiece with the rope rolled up.       |  |
| 9. Pick up manure in all top and middle paddocks- not bottom paddocks<br>Empty manure from small and large arena bins and round yard bin.                                                                                                   |  |
| 10. Clean and fill all waters in all yards. Also from all stables in bottom paddocks.                                                                                                                                                       |  |
| 11. Collect and clean all feed buckets. (Scrub bins clean inside and out).                                                                                                                                                                  |  |
| 12. Rake up stables. Using manure rake to remove all manure and throw shavings up three off the walls. Leave one wall to air and dry (this includes the corner of that wall). Remove all wet shavings. Sweep inside of stable to dry floor. |  |
| 13. Sweep feed room and stable corridor.                                                                                                                                                                                                    |  |
| 14. Tidy rakes, brooms and front of stable. Ensure all debris has been removed.                                                                                                                                                             |  |
| 15. Put Morning tea hay out. (Do not leave hay mess outside of paddocks.) Hay must be fed on grass or in hay feeders..                                                                                                                      |  |
| Check the washing machine, empty and refill machine, fold and put away.                                                                                                                                                                     |  |
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