

PM STABLES

Updated 2 Feb 2026

CHECKLIST AND SIGN OFF SHEET



- You are expected to complete the following tasks within the 2 hour time frame.
- You are to Check the Whiteboard 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. This is paid on top of your 2hr wage (15mins each).

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| 1. Soak Speedi beet. Mix Feeds. | |
| 2. Check Medication Charts for horses needing PM medication. | |
| 3. Pick up manure in all top and middle paddock and all stables of the bottom paddock. Also check manure is removed from the driveways. | |
| 4. Empty manure from arena bins. Small, Large and Round | |
| 5. Fill night time hay bags and delegate hay for other horses. Keep hay room tidy – dispose of hay rope and sweep fallen hay up. | |
| 6. Double check the waters are still clean and full. (Beware of drowned birds). | |
| 7. Put horses in their correct night time paddocks at 4pm (check wall chart for changes). Closing or opening gates as required. | |
| 8. Check fly veils | |
| 9. Rug all horses if needed. (Recommended leaving stabled horses until the end as there are lights in the stable complex). Bring up winter rugs for horses teaching ready to rug after lessons. (Check Rug update sheet on wall). | |
| 10. Put feeds out at approx 4.30pm. Feed bins must be fed on grass or sitting in feed bins when possible. Do not feed horses that share a paddock if all the horses are not yet put away. Leave bin feed and hay in an appropriate place ready to feed (If leaving before lessons end, remind coach to feed horse/s when putting away). (Stable Feed bins must be on the wall not the floor). Meds must be put in grey container ontop of feed so Coaches can see them to give to the horses before feeding. (They can miss them on the bench) | |
| 11. Ensure halters are returned to stable. Halters must be hanging from the headpiece with the rope rolled up. | |
| 12. Sweep feed room and stable corridor. Wipe down sink and bench in feed room. | |
| 13. Tidy rakes, brooms and front of stable. Ensure all debris has been removed. | |
| 14. If last in stables lock up office, stable block, turn lights off and close stable gate on way out. 15. Last person out must check the Carpark gate and Fruit Tree Lane Gate are shut. 16. Sundays: Put the wheelie bin on the kerb for collection. | |
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