

Name

## SRB Opening Checklist

Date

- ☐ Building Service Worker Present
- ☐ All lights in the building are turned on

### Registration/Lobby

- ☐ Handicap Accessible Doors Open
- ☐ Unlock door to upstairs
- ☐ Green keys out
- ☐ Music on appropriate station and at appropriate volume level
- ☐ Club Rec open/Fountain On
- ☐ Cash Drawer in #110, #112, 114
- ☐ Check box out and left on top of safe
- ☐ Turn on all computers and login to CSI
- ☐ Put out newspaper

### Safe

- ☐ Count all drawers and change box and record on clipboard
- ☐ GF CD's out and placed by counter

### Check-in

- ☐ All equipment in stock
- ☐ Fit In and Rec Info Guides are in appropriate locations

### Cardio

- ☐ All equipment working properly
- ☐ Woodway magnets placed on machine
- ☐ Check to make sure all TV's are on.
- ☐ Clean towels set out
- ☐ Full bottles of disinfectant and all purpose cleaner

### JB

- ☐ Coffee supplies out (M-F), Turn on coffee machine
- ☐ Popcorn supplies stocked
- ☐ Television on ESPN/CNN
- ☐ Appropriate lights on. Note if any are out.
- ☐ TUN flatscreen television turned on

### Aerobics Studio/Multi Purpose

- ☐ Unlock stereo cabinet if there is a morning class
- ☐ Lock stereo cabinet when GF class is complete

### Free Weight Room/Laundry Room

- ☐ All lights working properly
- ☐ Full bottles of disinfectant and all-purpose cleaner
- ☐ Clean towels set out
- ☐ Turn on fans and TV's are on ESPN and CNN
- ☐ Laundry started if needed
- ☐ Saunas turned on and warmed up

### Sport Courts

- ☐ Check Sport Court floor for any black marks and clean as needed
  - ☐ Sit-up mats put back in place as well as recycle and trash cans (M/W/F)
- Comments: