

Name

## SRB Closing Checklist

Date

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

### Registration/Lobby

- ☐ Computers turned off
- ☐ Jock stock counted and recorded
- ☐ Reconciliation of CSI stations and credit card machines
- ☐ Drawers verified (\$75) /Deposit upstairs
- ☐ Door to Assistant Director-Facilities office locked
- ☐ Safe locked
- ☐ Building Count sheet left in Claudia's tray and saved on computer
- ☐ Lock Handicap Access door
- ☐ Lock Club Rec/ turn off fountain
- ☐ Lock door to offices upstairs
- ☐ Charge 2-way radios and make sure they are turned off
- ☐ Turn off music

### Safe

- ☐ Drawers at \$75
- ☐ Cash box at \$300
- ☐ Check box put away
- ☐ Pepsi refund box
- ☐ Green keys in key box and then put away

### Check-in

- ☐ Computers off
- ☐ All Equipment returned- if missing equipment leave form on the Assistant Director-Facilities desk.
- ☐ Fit In and Rec Info Guides distributed to appropriate areas.
- ☐ Newspapers and magazines organized or recycled.

### Cardio

- ☐ TV's off and dusted
- ☐ Disinfectant made
- ☐ Cardio equipment
  1. Mop under all equipment except treadmills
  2. Detail and disinfect all cardio equipment
  3. Windex mirrors and windows
  4. Clean out cubby holes
  5. Vacuum under and around treadmills and other machines
  6. Vacuum equipment
  7. Pull magnets off Woodways
  8. Empty trash and replace gym wipes if needed
- ☐ Report any maintenance problems to the Assistant Director-Facilities

### Free Weight Room/ Locker Rooms

- ☐ Vacuum (M/W/F/Sat)
- ☐ Flat bench press, incline bench press and decline bench press are moved out away from support beams of mezzanine level
- ☐ Mop- Hot/warm water only- NO soap in water (T/Th/Sun)
- ☐ All equipment cleaned
- ☐ Equipment neat and orderly (dumbbells and weight plates put away)
- ☐ Saunas off
- ☐ Lock all Daily Lockers in Men's and Women's locker rooms
- ☐ Report any maintenance problems to the Assistant Director-Facilities

### JB

- ☐ All counters neat and clean
- ☐ Report any product we are getting low on
- ☐ Make sure coffee and condiments are set up for opening (Sunday-Thursday nights)
- ☐ Popcorn machine cleaned

### Aerobics Studio/Multi Purpose

- ☐ Lock stereo cabinet
- ☐ Fans turned off
- ☐ Cabinets are locked

### Sport Courts

- ☐ Sit up mats and recycle/trash cans for scrubber cleaning (T/Th/Sun)