Purpose: To provide guidelines for the opening and closing of the Ramsey Student Center.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in Facility Operations at the Ramsey Student Center.

Policies:

I. OPENING
   a. Patrons should not be admitted into the facility until all opening procedures have been completed and all program areas within the facility are prepared for their arrival.

II. CLOSING
   b. Facility employees should actively engage with patrons to educate them of impending closings of the facility and appropriate times for the return of equipment.

Procedures:

I. OPENING
   c. Get Facility Manager Keys
   d. Turn on computers and allow them to boot-up while completing other tasks
   e. Check stock of clean towels - check laundry room
   f. Take out Locker Key from safe and place on 3m hook by the radios at the front desk
   g. Get Aquatics keys from the safe (remain at Admissions Desk until AQ Manager picks up the keys)
   h. Put trashcan back inside the PA office
   i. On Saturday and Sunday, at least one Manager remain at Admissions Desks until Fac Ops Staff arrival
   j. Count all cash drawers to make sure amount is correct
   k. Check the Facility Report log from the night before and check off any items addressed for you
   l. Log into Fusion as appropriate
   m. Check all external doors in the building to make sure they are locked
   n. Complete a general facility walk through of ALL spaces
   o. Turn on all necessary lights
   p. First aid fanny packs are full and ready
   q. Make sure the weather radio is on and NOAA & [I] appear on the display screen
   r. Admissions Desk AED is blinking "green"
   s. S&C 2 AED is blinking "green"
   t. Aquatics AED is blinking "green"
   u. Track AED (outside Studio A) is blinking "green"
   v. GA Cave AED is blinking "green"
   w. Check all locker bays to make sure they open/unlocked, codes reset, and empty of all contents from the previous days
   x. Turn in valuable lost & found items to UGA PD only on M/W/F mornings
   y. Inventory Checklist
   z. Perform all daily preventative maintenance inspections (Manager start at the beginning of the shift)
aa. Move towels to dryer

bb. Ensure Gym Wipe stations have wipes and empty trash, if needed.

II. CLOSING

cc. Make sure cash drawer key is accounted for in the safe. If not, log in facility reports.

dd. Secure the Aquatics Keys and store for the opening shift

e. Return locker key to the safe from 3m hook near the radios at the front desk

ff. Make sure all informal recreation activities are ceased, all equipment is collected, and checked back into Fusion

gg. Make sure all computers are properly logged out.

hh. Check stock of clean towels - check laundry room

ii. Count all cash drawers to make sure amount is correct

jj. Note any special items on the Facility Reports log for the incoming morning shift

kk. Land line phone is on the charger

ll. All radios and iPads are on the chargers and accounted for

mm. Check all external doors in the building to make sure they are locked

nn. Complete a general facility walk through of ALL spaces

oo. Make sure double doors to Academic Wing are closed/locked securely

pp. Turn off any necessary lights, sounds systems, scale, TV's, Power Plate

qq. Move trash can inside of PA office to outside of the door

rr. First aid fanny packs are full and ready for the next morning

ss. Make sure the weather radio is on and NOAA & [I] appear on the display screen

tt. Double check that Spectator Lobby doors are secure

uu. Collect Lost & Found items from all areas

vv. Total patron counts & finish any reports

ww. Put walkie-talkies on chargers, Make sure they are turned off, and double check for charging light