OPENING AND CLOSING

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

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x. Perform all daily preventative maintenance inspections (Manager start at the beginning of the shift)
y. Move towels to dryer
z. Ensure Gym Wipe stations have wipes and empty trash, if needed.

II. CLOSING
a. Make sure cash drawer key is accounted for in the safe. If not, log in facility reports.
b. Secure the Aquatics Keys and store for the opening shift
c. Return locker key to the safe from 3m hook near the radios at the front desk
d. Make sure all informal recreation activities are ceased, all equipment is collected, and checked back into Fusion
e. Make sure all computers are properly logged out.
f. Check stock of clean towels - check laundry room
g. Count all cash drawers to make sure amount is correct
h. Note any special items on the Facility Reports log for the incoming morning shift
i. Land line phone is on the charger
j. All radios and iPads are on the chargers and accounted for
k. Check all external doors in the building to make sure they are locked
l. Complete a general facility walk through of ALL spaces
m. Make sure double doors to Academic Wing are closed/locked securely
n. Turn off any necessary lights, sounds systems, scale, TV's, Power Plate
o. Move trash can inside of PA office to outside of the door
p. First aid fanny packs are full and ready for the next morning
q. Make sure the weather radio is on and NOAA & [I] appear on the display screen
r. Double check that Spectator Lobby doors are secure
s. Collect Lost & Found items from all areas
t. Total patron counts & finish any reports
u. Put walkie-talkies on chargers, Make sure they are turned off, and double check for charging light

III. S&C ROOM OPENING PROCEDURES
a. Turn on lights, sound system, walkie-talkies, scale, TV's, Power Plate
b. Replace out of place equipment as needed
c. Check to see if cleaning supplies need to be replenished (Wipe Stations, Simple Green, floor cleaner, clean towels)
d. Turn on treadmills and lower from incline
e. Perform all daily equipment maintenance inspections (Manager start first thing)

IV. CLOSING PROCEDURES
a. Ensure all cleaning is complete and signed off on the IPAD
b. Total patron counts & finish reports
c. Turn off lights, sound system, walkie-talkies, scale, TV's, Power Plate
d. Put walkie-talkies on chargers
e. Re-Rack & align equipment
f. Pick up trash & vacuum spilled chalk or dust
g. Raise all treadmills to max incline & turn off
h. Clean/Organize Desk