Purpose: To emphasize the importance of care and usage of the iPad and the responsibility placed on the user

Scope: Facility Operations staff

Policy OR Procedure

I. IPAD USE
   a. After completing hourly patron counts & employee shift arrival times, iPad must be returned to the safe in crew room.
   b. Safe should remain locked at all times.
   c. If iPad needs to be charged, use charger in S&C 2 office and ensure it is secured.
   d. iPad should never be left unattended.
   e. iPad should only be handled and used by the shift manager.
   f. Personal use of the iPad is not permitted under any circumstances.

II. RESPONSIBILITY AND LIABILITY
   a. S&C staff is expected to exercise the same care in respect of security and upkeep of the iPad if it were their own property.
   b. Manager of shift is responsible for returning all parts of the iPad in good condition, including the case.
   c. S&C staff shall be liable for any and all costs (debts) incurred through their use of the iPad.
   d. S&C staff shall also be liable for the destruction, cracking, denting, and/or repair of the item.
   e. Any Malfunctions or damages should be reported immediately to Assistant Director or S&C Coordinator.

III. PICKING UP AND RETURNING THE IPAD
   a. Enter passcode to unlock safe.
   b. Document employee arrival times and designated location for beginning of shift.
   c. Enter patron counts on the hour in Excel sheet. (Begin in S&C 1, S&C 2, track overlook, lobby, pool 2&3)
   d. Once rounds are completed, return iPad to safe and ensure it is locked.

IV. END OF SHIFT IPAD TRANSITION FROM MANAGER TO MANAGER
   a. When incoming manager begins shift, its manager’s responsibility to ensure next manager receives iPad.
   b. Responsibility of the iPad then shifts to current manager on shift.

V. WORK ORDER SUBMISSIONS
   a. When notified of an issue with a machine and a work order is needed, manager must open QR-Reader Application.
   b. Login to Club Vitals to check if the order has previously been submitted.
   c. Photograph the barcode on the machine.
   d. Provide a quick description of the issue before submission.