OPENING & CLOSING S&C ROOMS

Purpose: To outline the opening and closing procedures for the Ramsey facilities

Scope: Facility Operations Staff

Procedure:

I. 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)

II. 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