Facility Manager Training Checklist
Facility Operations-Ramsey Student Center

FM Trainee’s Name: _________________________ Date: ______________________

Facility Manager Trainer and Trainee need to initial after each completed section.
Bring this form with you to each training/shadow shift.

OPENING PROCEDURES (1 OPENING SHADOW SHIFT)

• Safe Procedures
  • How to Access the Safe
  • Safe Contents & Organization
  • Counting Drawers & Safe Amount
    • Drawer Amount is $_______
    • Safe Amount (Mon-Thurs) is $_______
    • Safe Amount (Fri-Sun) is $_______

• Doors to Unlock
• Opening Checklist
  • Aquatics Keys
  • Pro Shop Inventory
  • Facility Report Log
  • Check Mag-Lock External Doors
  • Fannys are Ready
  • Facility AEDs Check
  • Academic Wing Door Open

• Lost and Found
  • Valuables returned to UGA PD on M/W/F
    • UGAPD Phone Number is ______________________

• Opening Rounds
  • Things to Look For:
    • General Facility Issues
    • Unlocked Doors to Secure Spaces
    • Trash / Debris Around Building
    • Equipment Out of Place

• Lost & Found in Locker Room
• Day-Use Lockers Not Unlocked
• Eye Scanners are Working
• Correct Set-Ups for Day

• Radios are Charged
• Computers
  • Logged In
    • Check to make sure VPN Connection
  • Computer Log In
    • Computer User/Password is: _______________/_________________

Trainee Sign-Off on Opening Shadow Shift: _________________________
Trainer Sign-Off on Opening Shadow Shift: _________________________
CLOSING PROCEDURES (1 CLOSING SHADOW SHIFT)

- Safe Procedures
  - Inventory the Safe Keys
  - Climbing Wall Keys
  - Aquatics Keys
  - Competitive Sports Keys
  - Counting Drawers & Safe Amount
    - Drawer Amount is $_________
    - Safe Amount (Mon-Thurs) is $__________
    - Safe Amount (Fri-Sun) is $_________

- Equipment Checked-In
  - Fusion Equipment Return
  - Review Equipment
    - Replace Worn/Old Equipment (e.g. Basketballs)
  - Make Sure All Equipment Check-Out is Accounted For

- Facility Report Log
  - Make Notes for Opening Managers/Geoff/Gina/Jose

- Closing Facility Check
  - Things to Look for:
    - Patrons have Exited
    - Equipment is Returned
    - Lost & Found is Logged & Stored
    - Damage to any Facility Spaces (e.g. Studio Mirrors, Exercise Equipment, Lights, Flooring, Lockers)

- Day Use Lockers Unlocked
- Locker Rooms Cleared
- Program Area Spaces Locked & Secured
- Lights Off Across Building
- Building External Doors are Locked

- iPads and Radios are Returned to Chargers
- Lost & Found
  - Aquatics Lost & Found Logged
  - IR Lost & Found Logged
  - Valuables Accounted for in Safe

- Tender Summary
  - Drop Bags
    - Outdoor Recreation
    - $1 Body Comps

Trainee Sign Off on Closing Shadow Shift: __________________________

Trainer Sign Off on Closing Shadow Shift: __________________________
FACILITY SET-UPS & BREAKDOWNS

- Curtains & Basketball Goals
  - Location of Curtain/Goal Switches in:
    - Gym East
    - Gym West
  - Gym Central
  - Volleyball Arena

- Things to Pay Attention To
  - Even Lower/Raise of Curtains
  - Goal Tracking Wire Staying in Line

- Badminton
  - Gym East & Volleyball Arena
  - Storage
    - Storage Racks

- Inventory
  - Badminton Nets in Equipment Checkout Storage

- Table Tennis
  - Gym West
    - Net Set-Up
    - Net / Clamp Storage

- Racquetball Court #10
  - Table Set-Up & Breakdown

- Volleyball
  - Gym Central - Gym West - Volleyball Arena
  - Pole Set-Up
    - Height Adjustment (Depending on Pole)
      - Men’s Height & Women’s Height
      - Change Height by Crank
      - Change Height Manually
    - Securing Pole Pads
  - Net Set-Up
    - Securing Net to Poles
    - Tightening Net
    - Check Placement of Side-Net Dowels
    - Adjusting Placement of Red/White Line Poles
  - Officials Stand Set-Up Breakdown
    - Gym Central Storage of Officials Stands
    - Carabiner Wall System
    - Securing Officials Stands
      - Check Stand Pads
      - Check Rubber Grommets on Stand Feet
        - If missing rubber grommets, DO NOT USE
    - Stand Pole Clasp
      - Secure T-Bolts Through Pole Clasp

- Tables / Chairs
  - Tables
• Red Room v. Green Room Tables
  • 8-ft. Tables are Stored in which Storage Room: ____________________
  • 4-ft. Tables are Stored in which Storage Room: ____________________
• Table Covers
  • Stretchy Covers v. Clip-On Table Skirts
  • Round Table Linens
  • How to Launder Table Covers / Linens
• Where are black-trimmed tables stored? ______________________________
• Chairs
  • Red Room v. Green Room Chair Carts
  • # Chair Carts Stored in which Red Room: ____________________
  • # Chair Carts Stored in which Green Room: ____________________

FACILITY MANAGER KEYS
Please identify the function of each Facility Manager Key:

Allen Keys
Goal / Curtain Key
Light Key
Locker Key
14-42
89A1
3DD14
SM3DA
SM3DC
SM3DE
SM3DH
SM3DJ
801
805
WS-35
Y11
C415A

REPORTS AND DOCUMENTATION

Injury Reports
• iPad Report
• When to Use?
• Be Specific in the Cause of the Injury
• Be General in Describing the Injury
  Do NOT Diagnose Injury

Incident Reports
• Hardcopy Report
• When to Use?
  • Theft – Altercation – Misconduct – Sneak-In
• Be Specific in Describing Incident
  Submit to Fac Ops Coordinator

Club Vitals
• iPad Report
• When to Use?
• Check to see if a piece of equipment or facility ticket is already listed before submitting another
Put your name on the ticket!

Preventative Maintenance
- Access checklist on Google Drive
- Complete daily & ensure this has been done thoroughly and signed off on

Facility Ops Website
- How to Access the IR Website
- Reports & Forms on IR Website
  - Pro Shop Inventory
  - Facility Rounds Report
  - Broken Equipment Report
- Fusion Issues Report
- Opening Checklist
- Closing Checklist
- Employee Performance Report

- Purpose of Reporting
  - Documentation of Operation-Specific Criteria
  - Accountability for Completion of Tasks
  - Record-Keeping of Facility Usage
  - Tracking Employee Performance (Positive & Negative)

Facility Managers are expected to be accurate and thorough in the completion and submission of ALL reports. Reports are integral to Facility Operation’s ability to manage performance, risk, and track problems.

EMERGENCY ACTION PLAN
- Water Shut Off
  - Where Do You Go: ______________ Which Key Do You Need: ______________
  - What Do You Turn Off: ______________
  - Who Do You Call?
    - UGA PD
    - Assistant Director for Facility Operations - Coordinator for Facility Operations - Facility Operations GAs
- Tornado
  - Tornado Watch v. Warning
    - What’s the difference: ______________________________________________________________
    - Where is the NOAA Weather Radio: __________________________________________________
  - Alert Sandwich Boards
    - Where are they stored: __________________________
    - Where should they be displayed: _____________________________________
- Fire
  - Evacuation Procedure
    - Where are the Facility Fire Exits?
    - Where are the Facility Fire Alarms?
  - Clearing Facility Spaces
    - Receive ‘All Clear’ from Program Area Managers
      - Aquatics – Natatorium / Locker Rooms
      - S&C – S&C 1 / 2
      - F&W – Fitness Studios / Track
      - IR – Gym Spaces, VBA, Mind-Body Studio, RB Courts, Offices, Academic Wing
  - Evacuation Shelters Near Ramsey
    - ECV – Frank Harris Commons
    - ECV Parking Deck
    - E09 Parking Lot (behind Gym West)
• UGA PD / ACC FD / ACC FSO Provide All Clear for Re-Entry to Ramsey
  • Staff Re-Enter First
  • Once Ramsey Staff are Ready – FMs allow patrons back in
• Report - Report - Report

• Active Shooter
  • If you can do so safely, do the following:
    • Pull a ___________________
    • Exit the building
    • Remove people to safety if possible
    • If you cannot exit, barricade yourself within a windowless space

• EAP Contacts to Know
    • UGA PD:  _________________
    • UGA FD:  _________________
    • 911:   _________________
    • Health Center:  _________________

FACILITY STORAGE SPACES

Review the Facility Storage Spaces around the building.

Identify and label which storage space is shown by each blank diagram

Label the blank diagrams according to which facility equipment is stored in each segment of the room.

**If necessary, also indicate the FM Key or the lock combination for a storage space / stored equipment. (Hint: Linen Cabinets)
TROUBLESHOOTING

- Fusion
  - When Fusion crashes
  - Patron profiles on Fusion
  - Fixing inventory in Fusion (talk to Program Assistant)
- Conflict Resolution
  - With Staff
    - Performance Reports
    - Disciplining negative performance
    - Encouraging positive performance
  - With Peers
    - Difficult conversations
    - Working as a team
  - With Patrons
    - Customer service
    - Policy enforcement
    - Do not accept belittlement
    - Patron suspension (talk to Program Assistant)
- What is the code for the printer? _________
- What is the code for the Lost and Found safe? _________

By signing below, I ______________________, verify that I have been trained in the above listed skills, understand them completely and am comfortable moving forward in this position based on this training.

Signature – Trainee ______________________ Date ______________________

Signature – Facility Operations Professional Staff ______________________ Date ______________________

PLEASE RETURN COMPLETED CHECKLIST TO LISA WILLIAMSON FOLLOWING COMPLETION OF TRAINING SHIFTS