

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
 - c. Check the Facility Report log from the night before and check off any items addressed for you
 - d. Log into Fusion as appropriate
 - e. Check all external doors in the building to make sure they are locked
 - f. Complete a general facility walk through of ALL spaces
 - g. Turn on all necessary lights
 - h. First aid fanny packs are full and ready
 - i. Make sure the weather radio is on and NOAA & [!] appear on the display screen
 - j. Admissions Desk AED is blinking "green"
 - k. S&C 2 AED is blinking "green"
 - l. Aquatics AED is blinking "green"
 - m. Track AED (outside Studio A) is blinking "green"
 - n. GA Cave AED is blinking "green"
 - o. Check all locker bays to make sure they open/unlocked, codes reset, and empty of all contents from the previous days
 - p. Turn in valuable lost & found items to UGA PD only on M/W/F mornings
 - q. Inventory Checklist
 - r. Perform all daily preventative maintenance inspections (Manager start at the beginning of the shift)
 - s. 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. Make sure all informal recreation activities are ceased, all equipment is collected, and checked back into Fusion

- c. Make sure all computers are properly logged out.
- d. Note any special items on the Facility Reports log for the incoming morning shift
- e. Land line phone is on the charger
- f. All radios and iPads are on the chargers and accounted for
- g. Check all external doors in the building to make sure they are locked
- h. Complete a general facility walk through of ALL spaces
- i. Turn off any necessary lights, sounds systems, scale, TV's, Power Plate
- j. First aid fanny packs are full and ready for the next morning
- k. Make sure the weather radio is on and NOAA & [I] appear on the display screen
- l. Double check that Spectator Lobby doors are secure
- m. Collect Lost & Found items from all areas
- n. Total patron counts & finish any reports
- o. 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
- d. Turn on treadmills
- e. Perform all daily equipment maintenance inspections

IV. CLOSING PROCEDURES

- a. Ensure all cleaning and preventative maintenance 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. Turn off treadmills
- h. Clean/Organize Desk