

POUND HALL OPENING AND CLOSING PROCEDURES

Purpose: To outline steps for opening and closing Pound Hall

Scope: Satellite Operations Staff and Managers

Procedures:

- I. OPENING PROCEDURES
 - a. Turn on lights, computer, TVs, scale
 - b. Perform all daily equipment maintenance inspections (start first thing)
 - c. Replace out of place equipment/attachments as needed
 - d. Check Gym Wipes/Hand Sanitizer/Cleaning supplies & notify pro staff if low
 - e. Push on all exterior doors to check locking mechanisms
 - f. Re-Rack & align equipment
 - g. Turn on treadmills
 - h. Clean/Organize Desk/Trash unwanted items

- II. CLOSING PROCEDURES
 - a. Complete all cleaning and sign off when complete
 - b. Total patron counts & finish reports
 - c. Turn off lights, computer, TVs, scale
 - d. Replace all out of place equipment/attachments
 - e. Push on all exterior doors to check locking mechanisms
 - f. Pick up trash & vacuum spilled chalk or dust
 - g. Turn off treadmills
 - h. Clean/Organize Desk/Trash unwanted items
 - i. Check Lost & Found Log & Record any new items
 - j. Call UGA PD (706) 542-5813 or 25813 for valuable item pick-up
 - k. Make closing announcement 30 minutes and 15 minutes prior to closing
 - l. *If it is slow during the day - organize storage room