

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. Turn on computers and TVs.
 - b. Log into Fusion.
 - c. Turn on all lights.
 - d. Check all external doors in the building to make sure they are locked.
 - e. Complete a general facility walk-through of the entire building.
 - f. Grab a fanny pack and make sure it is fully stocked.
 - g. Grab a two-way radio and an iPad.
 - h. Turn on music.
 - i. Turn on all treadmills and stairmills.
 - j. Make sure the weather radio is on and NOAA & [!] appears on the display screen.
 - k. Check that all AEDs are blinking green:
 - i. Admissions Desk
 - ii. S&C 2
 - iii. Aquatics
 - iv. Track
 - v. GA Cave
 - l. Check all lockers to make sure they are open/unlocked, codes reset, and empty of all contents from the previous days.
 - m. If it's a Monday, call UGA PD (706-542-2200) for any valuable safe items.
 - n. Ensure wipes stations have wipes. Empty trash containers if needed.
 - o. Unlock Main Entrance doors (do NOT touch the handicapped door – this one is on a timer).
 - p. Log into Connect2 and complete headcounts and tasks as they appear.

II. CLOSING

- a. Complete all headcounts and tasks on Connect2.
- b. Make sure all informal recreation activities are ceased, and all equipment is checked back into Fusion. Complete a "Missing Equipment" form on Connect2 if anything is missing.
- c. Pick up trash, refill wipes containers, and empty small trash cans into a large red trash bin. If the red bin is full, take it out to the dumpster.
- d. Make sure all computers are properly logged out.
- e. Place all two-way radios and iPads on the chargers. Make sure the two-way radios are OFF.
- f. Check all external doors in the building to make sure they are locked. Don't forget to check the Climbing Wall Courtyard doors, both inside and outside. Do NOT touch the handicapped doors – this is on a timer.
- g. Complete a general facility walk-through of the entire building.
- h. Turn off lights, sound systems, scales, TVs, Power Plate, treadmills, and stairmills. Do NOT turn off the Woodway treadmills – those can remain on.
- i. Re-rack weights and straighten all equipment. The flat benches in S&C1 should be lined up on the floor seams and adequately spaced.
- j. Close doors to S&C 1 and 2.
- k. Make sure fanny packs are fully stocked and put away.
- l. Make sure the weather radio is on and NOAA & [I] appears on the display screen.
- m. Double check that Spectator Lobby doors are secure.
- n. Log any Lost & Found items on the Google Sheet.