



Building Healthy Minds and Bodies since 1977

LOCK UP AND GYM CLEAN UP PROCEDURES

- The last coach that is in the gym is responsible for unlatching the front door, closing the shutters, turning off the sound system, bolting the concession door, close office door
- Jamie is responsible for turning off the cameras Monday to Friday
- Kelsey is responsible for turning off the cameras on Saturday evening
- We have a cleaners that are working 9 pm until 11 pm – if they are here please make sure everything is done, including unlatching the door. The cleaners will bolt the concession door and set the alarm.

Thank you everyone for keeping our beautiful facility safe and secure!

GYM CLEAN UP SCHEDULE – WEDNESDAY – VACUUM NIGHT!

The goal of this clean up schedule is to ensure most of the carpeted areas are free of mats so that it can be vacuumed properly. The only area that will still have some mats is the side of the floor.

The chalk by the bars/rings area is being cleaned every Saturday by a coach.

Competitive Bar, rings and beam area	Tatiana
Trampoline, p-bars and preschool area	Jamie
Floor	Shawna/Jon

- All folding mats under the fast trak
- All beam pads put away
- All throw in mats by trampoline put on end deck
- All mats by parallel bars can be put on crash mat by rec vault
- All mats on floor to be put to the side
- Preschool area – make sure carpet area has nothing on it so that it can be vacuumed properly

BAR AREA CHALK CLEANUP – PREPARE FOR CLEANERS TO HAVE ACCESS – FRIDAY

- Clear area around bars and rings Tatiana

FIRST AID ATTENDANT/SUPERVISOR AND LOCK UP SCHEDULE

	Daytime		Evening		Lock Up
Monday	Anita	8:30 - 3:30 pm	Shawna/Jesse	3:30 – 9 pm	Jamie
Tuesday	Katie	8:30 - 3:30 pm	Shawna	3:30 – 9 pm	Shawna
Wednesday	Katie	8:30 - 3:30 pm	Shawna	3:30 – 9 pm	Jamie
Thursday	Katie	8:30 - 3:30 pm	Shawna	3:30 – 9 pm	Shawna
Friday	Katie	8:30 - 3:30 pm	Jon/Jamie	3:30 – 9 pm	Jamie
Saturday	Katie	8:30 - 3:30 pm	Kelsey	6 – 9:30 pm	Kelsey
Sunday	Kelly/Jesse	9:00 - 2 pm	Shawna	2 – 7 pm	Shawna