

Opening and Closing Procedures

Weekday Opening (no earlier than 4pm)

- 1) Unlock the cart barn and pull out the carts
- 2) Unlock the batting cages (key for locks are in the black box on cart barn door on the ring with the bathroom keys)
- 3) Place one lined trash can on the North & South side of the fields
- 4) Unlock the bathrooms if they are not already unlocked

Weekday/Weekend Bathroom Closing (Teams)

- 1) Disinfect the bathroom by spraying lysol spray (or wipes) on all door handles, toilets, paper towel holders, etc.
- 2) Make sure it's well stocked with toilet paper, paper towels and remove soap.
- 3) Before the end of the shift make sure all trash is picked up and **if** the trash bag is full take it out and replace it with a new bag. If there is only a little trash, it can be dumped in the other trash can.

Weekday Closing (in the parking lot by dusk)

- 1) Make sure teams have swept and watered their field and put away all equipment
- 2) Make sure bathrooms were cleaned and then lock them
- 3) Lock batting cages
- 4) Throw away trash and put away trash cans
- 5) Gather Softball Check-in signs from the fence.
- 6) Park carts back into cart barn and lock cart barn

Weekend Opening (8:30am)

Same procedures as weekday openings, plus

- 1) Unlock fire lane gate at south end of fields (by BOD member parking)
- 2) Put 3 trash cans on the south side, between fields 2 & 3, one by the tree at field 1 and one in the middle of all three fields, by snack bar.
- 3) Place out parking cones out. The ones for Board Member parking and then a couple in the crosswalk in the south parking. Cones are in the Cart Barn.
- 1) Place No Dogs / No Entry signs on the Gates. Also place No dog signs at the end of both blacktops in the grass area. Fields 1, 2, & 3 and one near 4, 5, & 6. These signs are in the cart barn.
- 6) Do not unlock batting cages
- 7) Open gates at 9am

Weekend Closing (target completion within half-hour after all games are over)

Same procedures as weekday closing, plus

- 1) Put cones away in back bin.
- 2) Remove No Dogs / No Entry place with Cart barn. The box is on top of the cabinet.
- 3) Stock and clean bathrooms thoroughly, including mopping the floors, and lockdoors
- 4) Make sure Carts are put away and all bins are locked.
- 5) Make sure everyone is off campus and all gates are closed and locked
- 6) Lock fire lane gate after leaving