

## Counter Staff End of Day 2022

This form must be checked of at the end of every day!!

**Name of Today's (AM):** Nick / Tom / Other \_\_\_\_\_

**Name of Staff member who completed this list today?** \_\_\_\_\_

**Date** / / **Time** :

**Day of the week:**

Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

### *Track and Briefing area.*

**Are all faulty karts and/or faulty equipment reported – Comments**

\_\_\_\_\_

\_\_\_\_\_

### **1) Front/Spectator area/Deck/Briefing Area Check List**

Bring in **ALL the footpath** signs.

### *Shop and Pits.*

#### **2) Shop Check List**

- Shut down ALL the sign-in Tablets and iPads.
- Shut down the **Price Board** screens.
- Shut down POS computer screens.
- Switch off ALL **LCD TVs** in shop.
- Switch off the **Coffee machine** off.
- Complete End of Day POS report.
- Turn off the **Sound system and PA.**
- Tidy up the back counter.
- Switch off **ALL lights.**
- Make sure the **office is locked.**
- Make sure ALL doors are locked.

**3) Workshop Check List**

- Make sure all faulty karts have been put on the lifters and in the workshop area.
- Has all the **faulty karts** and equipment been **reported?**
- Switch off **ALL lights** in the workshop.

**4) Make sure all other checklists are completed.**

Café Staff End of Day. (if there are no café staff on, please complete the require parts of the form) Mostly sessions 2, 3 & 5. *If café has been open selling hot food, icecream and/or coffee then the café form must be completed.* \_\_\_\_\_

Track Staff End of Day. \_\_\_\_\_

Briefing Staff End of Day. \_\_\_\_\_

Trampoline Park Staff End of Day. \_\_\_\_\_

Laser Tag Staff End of Day. \_\_\_\_\_

Break staff End of Day. \_\_\_\_\_

Sign Here \_\_\_\_\_

Comments:

---

---

---

---

---

---

---

---