

## **Weekday Only - End of Day 2023 (Excluding School Holidays)**

*On School Holidays use the weekend forms*

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

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

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

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

**Day of the week:**

Monday / Tuesday / Wednesday / Thursday / Friday

### *Track and Briefing area.*

#### **1) Track Check List**

- Put away all the Karts.
- Turn off all the traffic lights.
- Check and reposition ALL tyres and tyre walls back to their correct positions.
- Pick up any rubbish around the track.
- Lock up the track computer stand.

### *Shop, Pits and Workshop.*

#### **1) Workshop Check List**

- Put ALL the tools away.
- Switch off ALL track flood light, *(if they were ON)*
- Make sure both containers are checked and LOCKED.
- Make sure BOTH workshop Roller Doors have been closed properly.

**Reported ALL faults for the day – Comment** \_\_\_\_\_

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## **2) Briefing Area Check List**

- Put away and tidy up all the Helmets.
- Put away and tidy up all the Shoes.
- Stock up the Hairnets in the helmet area.
- Lock the Helmet shelve roller door.
- Lock the toilet door.

## **3) Pit Area Check List**

- Put away Fire extinguisher.
- Re-fuel up ALL the karts (*Once a week – “Friday”*)
- Put away cone from pit area.
- Bring the vehicles into the yard and lock.
- Make sure ALL the Radio sets are away in the correct place and back on charge.
- Ensure all smart watches are back on away on charge.
- Put ALL track warning signs and flags away.
- Make sure ALL the traffic lights are turned OFF.
- Clean up any rubbish in this area.

## *Track and Briefing area.*

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

- Clean up any rubbish in the spectator areas or showroom.
- Clean up stones around the spectator area.
- Put away ALL the umbrellas.
- Empty toilet rubbish bin
- Check toilet paper dispenser is full.
- Check hand towel dispenser is full.

- Move any wheelie bins that are more than 60% full out of the spectator area and exchange it for an emptier wheelie bin.
- Bring in any wheelie bins OFF the road once they are emptied. (After Tuesday)

## *Shop, Pits and Workshop.*

### **1) Shop and Toilets Check List**

- Empty ALL 3 shop rubbish bins (In Kitchen cupboard/Shop/Behind the counter) *(Before and after events and on Fridays)*
- Empty office rubbish bin
- Sweep shop floor clean.
- Check workshop toilet paper dispenser is full or near full *(On Fridays)*
- Check workshop hand towel dispenser is full or near full *(On Fridays)*
- Check workshop hand wash dispenser is full or near full *(On Fridays)*

### **2) Workshop Check List**

- Make sure the work bench is clear.
- Empty both workshop rubbish bins
- Clean up any rubbish in the workshop.

## *Trampoline Park Bounce zones, Dodgeball.*

### **1) Bounce Zone Check List**

- Put away the first aid kit.
- Reported any problems or faults.
- Check and Reposition ALL crash padding back to their correct positions.
- Pick up any rubbish around the trampolines.
- Turn off the sound system and PA.

## 2) Trampoline Park area check list

- Make sure ALL equipment and Rubbish at the Trampoline Park area is away and tidied up.
- Put ALL balls in the workshop.
- Put away all locker bins.
- Put all other equipment/balls away.
- Put away all umbrellas into the shop.
- Clean up any rubbish on the trampolines.
- Clean up any bird poo on the trampolines.

**Reported ALL faults or problems for the day – Comments** \_\_\_\_\_

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## *Spectator area, Mini Maniacs, Airbag*

### 3) Front/Spectator area/Deck/Briefing Area Check List

- Bring in Pro Bounce footpath signs.
- Clean up any rubbish in Pro Bounce spectator areas.
- Sweep up stones around spectator seating area.
- Clean the tables. (Once per week, unless one is dirty or has food on it)
- Empty bins and re-line **(Friday's only)**

### 4) Mini Maniacs

- Tidy up any rubbish.
- Locked gate

### **5) Airbag and lock up.**

- Turn Air blower pump off.
  
- Put up safety chain across airbag.
  
- Switch off the Sound system at main units.
- Lock Emergency Exit
  
- Lock main gate.

## *Shop and Pits.*

### **1) Shop Check List**

- Shut down ALL the sign-in Tablets.
  
- Shut down or put to sleep briefing computer.
  
- Turn off the Price Boards TV's.
  
- Put to sleep POS computers.
  
- Switch off ALL LCD TVs in the shop.
  
- 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.
  
- Make sure the sliding door have wood blocks behind them.

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

- Bring in ALL the footpath signs.

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

Comments: