

Briefing 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.

1) Track Check List

- If it's the end of the day, please help Track staff and Counter staff close up
 - Refuel ALL of the Go Karts
 - All faulty karts are reported** – Comments _____
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2) Front/Spectator area/Deck/Briefing Area Check List

- Clean up any rubbish in the spectator areas or showroom.
- Clean up stones around 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.
- Take out ALL the full wheelie bins to the road & put tags on them (EVERY SUNDAY Only)

Shop, Pits and Workshop.

3) Shop Check List

- Empty ALL 3 shop rubbish bins (In Kitchen cupboard/Shop/Behind the counter).
- Sweep shop floor clean.
- Check workshop toilet paper dispenser is full or near full.
- Check workshop hand towel dispenser is full or near full.
- Check workshop hand wash dispenser is full or near full.
- Make sure your radio set are away in the correct place and back on charge.

4) Workshop Check List

- Make sure the work bench is clear.
- Sweep Floor of workshop (before the karts are put away).
- Empty both workshop rubbish bins.
- Clean up any rubbish in the workshop.
- Lock the Big container (next to the workshop).

5) 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 unit.

6) Pit Area Check List

- Clean up any rubbish in this area.

Sign Here _____

Comments:
