

Weekday Only - End of Day 2019 (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 / 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 Fun Karts and Two Seaters
- Put away all the Pro Karts
- Put the traffic lights away (If out)
- Check and reposition ALL tyres and tyre walls back to their correct positions
- Pick up any rubbish around the track

Shop, Pits and Workshop.

2) Workshop Check List

- Put ALL the tools away
 - Switch off ALL track flood light, *(if they were ON)*
 - Lock the Big container
 - Make sure BOTH Roller Doors have closed properly
 - Reported ALL faults for the day – Comment** _____
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3) 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 container
- Lock the toilet door

4) 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 ute into the yard and lock
- Make sure ALL the Radio sets are away in the correct place and back on charge
- Check All DeHaardt mini remotes are away
- Put main DeHaardt remote away and on charge
- Put iPad away and make sure they are on charge
- Put ALL track warning signs and flags away
- Make sure ALL the traffic lights are put away
- 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 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 OFF the road once emptied

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 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 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 any seating away
 - Put away all locker bins
 - Put all other equipment away
 - 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 tables
- 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 Sound system at main units
- Lock Emergency Exit
- Lock main gate

Shop and Pits.

1) Shop Check List

- Shutdown ALL the sign-in iPads
- Shutdown the Lap timing computer
- Shutdown the Price Boards
- Shutdown display TV's
- Shutdown POS computers
- Switch off ALL LCD TV's in shop
- Complete End of Day POS report
- Turn off 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

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

- Bring in ALL the footpath signs

Sign Here _____

Comments: