# Mandatory Post-Class Checklist

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| --- | --- | --- | --- | --- |
| TASKS | A.M SHIFT | MID SHIFT | P.M SHIFT | MANAGER |
| ENTRANCE/LOBBY AREA | Initial when completed | Initial when completed | Initial when completed | Initial when completed |
| Upon entering facility open garage door(s) and prop open athlete entrance doors |  |  |  |  |
| Front desk sanitized and organized |  |  |  |  |
| Keyboard and mouse sanitized at front desk and athlete check in station |  |  |  |  |
| Check hand sanitizer stations. Refill if empty |  |  |  |  |
| Sanitize bathroom sinks, toilets, light switch, door handle with bleach/water mixture. Fully stocked with paper towel, soap, & toilet paper |  |  |  |  |
| OFFICE |  |  |  |  |
| Post updates to FB Group Chat - injuries, financial, programming, etc.. |  |  |  |  |
| Sanitize iPod or tablet & plug in to charge |  |  |  |  |
| Sanitize light switches, all door handles, turn off lights, and lock ALL doors |  |  |  |  |
| MAIN AREA & EQUIPMENT |  |  |  |  |
| All equipment sanitized & put away neatly at designated WOD stations |  |  |  |  |
| Check wipe dispenser levels. Replenish if empty |  |  |  |  |
| Mop flooring at each station and sanitize before next class |  |  |  |  |
| Clear all misc. items to lost & found |  |  |  |  |
| GENERAL/TEMPERATURE |  |  |  |  |
| Heat can remain on unless garage doors are open. Set to 65 |  |  |  |  |
| FANS MUST REMAIN OFF |  |  |  |  |

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