# 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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