



Automotive/Restoration Club Of SCW

Opening & Closing Checklist

Opening Shop Foreman's Name: _____

Opening of Building is by the Shop Foreman

Shop Foreman gets the building key from the RCSCW

Shop Foreman unlocks the building

Shop Foreman turns on the Compressor

Date: _____

Opening Monitors Name: _____

OPENING MONITOR DUTIES:

- Turn outside entry door magnet to **OPEN**
- Use hex key on panic bar of entrance door to unlock it for handicapped use
- Turn on interior lights for building (use the switch by the Great Race cabinet)
- Double left click program "Master Login File"
- Scan your Badge to make sure it is working
- Take key hanging on cord above the new member badge box and unlock the key box, remove the credit card machine, place it on the back counter and leave the key in the lock
- Check the current day's work schedule forms (the Shop Foreman will schedule work and assign bays)
- Open the overhead door and drive the raffle vehicle outside and place ignition key in key box
- Place signs (A-frame and windshield sign) on/around vehicle
- Close the overhead door
- Make coffee (one pot is for regular and one pot is for decaf)
- Place all trash cans in proper places throughout the shop if they have been emptied
- Check phone for messages. If there are messages, press Play/Stop on base unit to play them and write down message for whoever should answer/return the message

CLOSING MONITOR DUTIES:

- Shut off coffee maker(s) and **UNPLUG**
- Clean coffee pot(s) and filter(s)
- Clean counter top
- Clean Social Table, clean monitor's desk and floors in all these areas by sweeping/mopping
- Check that Ozone machines are off in both bathrooms
- Check all trash cans throughout shop and bring those with trash to bathroom area
- Count number of guests in Guest Book today and write the number beside the last guest. Then on computer screen, go to "**Total Guests in Shop Today**" (bottom right of computer) and press "**Press to Enter Number**" box, enter the number of guests in the blank box and then press the "**Save**" box
- Put the credit card machine in the key box, lock it and put the key away so it hangs on the cord above the new member badge box
- Open the overhead door and drive the raffle vehicle back inside
- Bring in signs (A-frame and windshield signs)
- Close the overhead door
- Use hex key on the panic bar of entrance door to lock it
- Turn off interior building lights using switch by the Great Race cabinet
- Turn off the swamp coolers (these are labeled)
- *NOTE: If the Shop Foreman leaves prior to the end of day, the Shop Foreman will turn off the Compressor, however the Monitors will lock all doors to the building and return the building key to the RCSCW. Also, after the building is locked, walk around the outside and check all doors to be sure they are each locked.
- Turn outside entry door magnet to **CLOSED**

Closing Monitor's Name: _____

Closing Shop Foreman's Name: _____

Closing of Building is by the Shop Foreman*

- Shop Foreman locks all the doors to the building and fire riser room doors
- Shop Foreman turns off the Compressor
- Shop Foreman returns the key to the RCSCW
- *If the Shop Foreman leaves prior to the end of day, the Shop Foreman will turn off the Compressor, however the Monitors will lock all doors to the building and return the building key to the RCSCW. Also, after the building is locked, walk around the outside and check all doors to be sure they are each locked.

**PLACE THIS COMPLETED FORM
IN THE FILE CABINET**

File cabinet's second drawer in file titled
"Completed Opening & Closing Checklist"