

Opening Checklist for Board Members

Bathrooms:

1. Make sure doors are unlocked.
2. Paper towels, toilet paper, and hand soap are all available.
3. Bathroom is clean enough for you to use.

Scoreboard:

1. Set up scorer's table with chairs and scoreboard.

Concession Stand:

1. Turn on / up the air conditioner.
2. Microwave chili and cheese in crock pot bowls then place bowls in crock pots and turn on the crock pots. Start the water to boil for the hot dogs. Add ~ 20 hot dogs if two games are being played.
3. Restock refrigerator with beverages as needed (if not done the prior game night)
4. Set up condiments table; ketchup, mustard, relish.
5. Unlock the door and open the service window.
6. Make sure workers are instructed to wear hair restraints (i.e. hat) and gloves when handling food.
7. Instruct the workers on what is required of them and that they are to use the smaller, single sink for washing their hands. Ask that they relay this information to the next game's workers.
8. Maintain all hot foods at a temperature of at least 140°F and cold foods below 40°F.

Closing Checklist for Board Members

Bathrooms:

1. Make sure toilets are flushed; towels, soap, and toilet paper are available.
2. Empty the trash cans; replace garbage bag.
3. Turn lights off and lock the doors.

Scoreboard:

1. Take down and store scorer's table and scoreboard transmitter. Transmitter should be stored in the concession stand (not in the equipment room).

Concession Stand:

1. Close the service window.
2. If the parents don't do this: Turn off and CLEAN all cooking equipment; wash, rinse and sanitize all dirty dishes/utensils. Spray down (disinfect) countertops.
3. Dispose of all unused cooked items.
4. Restock refrigerators with beverages as needed and chip racks with chips.
5. Leave \$30 in ones and \$30 in fives & tens. Count the excess, put it in the bank envelope and write your name, date, field location and \$ amount on the outside of the envelope. In the event that the Treasurer is not at the field to pick up the money, put envelope in refrigerator freezer for Treasurer to pick up.
6. Make note of any Inventory items that are low or out-of-stock.
7. MOP the floor (if needed).
8. Turn off the air conditioner.
9. Put trash into the trash cans next to the road (EC) or into the dumpsters (Pit).
10. Take recycling container to dumpster area if full or near full.
11. Flatten the empty cardboard boxes and put them in the "Cardboard Only" dumpster at PES or take them to the dump.
12. Turn off all lights and lock the concession stand door. Make sure equipment door is locked.