

# Week End Log Sheet | Today's DATE \_\_\_\_\_

ATTENDANT \_\_\_\_\_ START time of shift \_\_\_\_\_ END time of shift \_\_\_\_\_

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Approximately every 30-60 minutes (jot down the time(s) that you do the following 3 tasks)

- walk the dome pickup trash \_\_\_\_\_
- check toilets for toilet paper \_\_\_\_\_
- tidy up, make sure all is in order \_\_\_\_\_

During the weekend rental (initial if you complete task)

- Greet the customers (get to know them !)
- Spray and wipe down desk area \_\_\_\_\_
- Update following days schedule on the white board \_\_\_\_\_
- Date lost and found items \_\_\_\_\_
- Shovel and salt entrance as needed. Make sure emergency exit doors are clear of snow
- **Check Cage Card Rentals** that take place during your shift in EZ. Make note if any money is still due. Call Patty if you have questions on how to access this info \_\_\_\_\_
- **Taking payment for batting cage virtual cards, or rentals? -**  
*Go to the Irish Dome Website/MISCForms/Receipt of Payment*

Closing up for the evening

- Make sure all soccer and LAX goals are in proper location and behind netting \_\_\_\_\_
- All Full cans outside of Airlock (Thursday Night)—Bring in Garbage Cans and put in Position (Friday)

NOTES—Anything that Patty or Doug need to be aware of? Or staff for the next day?

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## COMPUTER IS TO NEVER BE TURNED OFF

TAKE A PIC of this form at the end of the evening and txt to Patty

