

Mound Westonka Hockey Association Shirley Hills Rink Closing Checklist

There is a lock box with 2 keys. One key opens the warming house (which should already be open) and the second key opens the Zamboni room. You will receive the lock box code via email from the DIBS Volunteer Director. The code changes frequently so do not assume a previous code will work. For safety and security reasons, do NOT share this code.

CAUTION: When entering the warming house from the rink side or exiting the warming house to the rink, please note that the black mats are **EXTREMELY** slippery. Please use caution!

CHECKLIST

RINK

- Take nets off the ice and bring them through the big opening in the boards. Set them next to warming house – do not set the nets (or anything) in front of garage doors/ Zamboni entrance.
- If applicable, bring skating trainers inside the warming house.
- Shovel snow off rink and over the boards. Pay special attention to clearing the snow off the edges/corners of the boards. Getting snow out of the corners is especially helpful for the Zamboni drivers – please show them some love!
- Do NOT throw snow in front of Zamboni rink entrance, throw snow onto the sides, so the Zamboni can easily enter and exit the ice surface.
- After shoveling bring shovels inside the warming house.
- Double check nothing is in front of the Zamboni entrance.
- TOO MUCH SNOW to shovel? Shoveling a lot of snow is NOT the closer's responsibility. If we receive measurable snow that requires a snow blower, it is likely your closing shift will be cancelled. However, if you are an overachiever there are 2 snow blowers in the Zamboni room. It is recommended to start in the middle of the rink and work your way around.

WARMING HOUSE

- Clean up warming house (pick up trash, sweep if needed, tidy benches etc).
- Take out garbage if necessary (full or smelly). Garbage is put in dumpster through an unlocked gate outside warming house.

OUTDOOR AND INDOOR LIGHTS

- Turn OFF Outdoor Lights. When you access the lock box there are two keys. The RED key opens the "Zamboni Room". When inside the warming house, there are 2 doors on the right side; the RED key will open the LEFT door. Go inside past the Zamboni and take a right to find the breaker box. There are two switches with white tape – turn these OFF. As you are exiting the Zamboni room, turn off both light switches. One security light will remain on inside the warming house.

LOCK ALL DOORS:

- Lock Zamboni room door, the 2 doors that lead to outdoor rink and the entry door as you leave. Place keys back in lock box and turn numbers to lock box.

WHEN FINISHED: Log into your DIBS account and click "Verify Completion" to receive credit.

INCLEMENT WEATHER: If the rink is closed due to inclement weather, Rink Closing shifts are CANCELLED, no DIBS credits will be issued. An email will be sent from MWA by 5:00 pm.

DATES/TIMES

- Rink Closing must be done seven days per week and after the rink closes.
- Rink Closing should take 30-60 minutes.

CLOSING TIMES

9:00 pm Monday-Thursday / 10:00 pm Friday and Saturday / 6:00 pm Sunday