

# ***DAILY OPERATIONAL FORMS & CHECKLISTS***

# **DAILY OPENING DUTIES**

<b>DUTIES</b>	<b>ASSIGNED TO</b>	<b>CHECK OFF</b>	<b>SUPERVISOR GRADE</b>
<b>SWEEP</b> - Golf courses, (all trash and cigarette butts) Proshop areas, deck area, parking lot, breezeway and ice cream area.			
<b>LITTER PATROL</b> - Entire facility			
<b>PUT UMBRELLAS UP</b>			
<b>SET-UP PITCHING MACHINES</b>			
<b>CHECK NETTING &amp; REPAIR HOLES</b>			
<b>CHECK CONVEYOR &amp; SHROUD SO NOTHING IS BLOCKING CONVEYOR</b>			
<b>CHECK HOPPERS TO MAKE SURE THERE ARE NO FOREIGN OBJECTS IN IT</b>			
<b>MAKE SURE CORDS ON PITCHING MACHINES DON'T BLOCK BALLS COMING DOWN</b>			
<b>CHECK WIRE TIES ON ALL CORDS COMING FROM LIGHT BOXES</b>			
<b>CHECK WHEELS ON PITCHING MACHINES</b>			
<b>CHECK RESTROOMS SUPPLIES</b>			
<b>MAKE SURE THERE ARE ENOUGH BATTING TOKENS IN PROSHOP</b>			