

COMETS END OF DAY RESPONSIBILITIES

LAST GAME OF THE DAY!

To be handled and completed by parents/volunteers/kids/coaches of last game of the day:

1. Put away all field marking equipment and secure neatly under press box
2. Assist in Press box and make sure it is also closed up properly (speakers, garbage, dummies, power off score board, power off lights, Flag taken down)
3. Put away all stereo equipment in Press box and scoreboard controls.
4. Check to make sure all switches off in electrical panel
5. Police the ENTIRE Park including baseball fields, dugouts, Playground, north parking area, under bleachers, etc. Kids use the ENTIRE Park and often we find things after others have cleaned up.
6. All rolling cans need to be wheeled up to dumpster by Skate Park and left in orderly fashion to dump during the week.
7. Gray garbage cans up near C-Stand need garbage bags dumped and replaced with new bags stored in c-stand.
8. Validate porta-potties are in order or NOT vandalized

To be handled and completed by the last session of Concessions Volunteers of the day:

9. Standard round gray "outside" garbage cans that are ½ or more filled should be bagged, dumped, and clean bag installed. Bags can be found in concessions stand.
10. Inside garbage cans must be 100% empty.
11. Make sure all Golf Carts are clean (garbage dumped in dump box and in front), and key is turned off.
12. Make sure grills are all cleaned and wiped down.
13. Check concessions bathrooms and make sure they are cleaned and locked.
14. The bathroom Key is always kept inside concessions stand immediately by south side window conduit pipe. Large blue plastic key tag.
15. The same key tag also has the key used to lock all the rolling windows which also need to be done.
16. Make sure all open food is packed up and put away, unused food tossed or packaged up.
17. Turn off ALL hot electronics, popcorn machine, roasters, etc.
18. Wipe down all counters and equipment.
19. Sweep the entire floor of the concession stand.
20. Check to make sure there's no grease on cement pad area. If so, notify Comets directors regarding scheduled clean up ASAP. **Concessions Help to evaluate and note.**

To be handled by everyone that is at the field last:

21. Before leaving the facility once last visual of everything, then LOCK all bldgs. (concession, garage, press box, trailer...) Everyone that is last to do visual.

REPORT anything not correct or any issues to Comets Directors.

Reviewed August 23, 2023