

# Ski Hi Complex Tear Down Checklist

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## Tear Down Checklist

### Multi-purpose and gym rentals

- All trash removed from the building and grounds
- All spills cleaned up
- All tables and chairs put back on racks
- All floors swept
- Radiant heaters turned down to 45 degrees
- All doors secured
- Scissor Lift plugged back in for next user
- All toilets flushed
- Cleaning equipment is put back into janitor's closet in men's bathroom.
- Janitor closet in men's bathroom is locked and closed
- Stage broke down and put back on rack (please make sure the allen wrench and skirt get put back in the box as well)
- Remove all signs and adhesives from floors, walls and doors
- All lights turned off -please make sure to turn off grandstand and pool side parking lights as well even if you did not use these. They sometimes get turned on by mistake.
- All drop outlets hanging from original position

### Arena Rentals

- All corral gates are closed and water emptied
- Please check arena breakers to make sure all arena lights are off.