

DAILY OPERATIONAL FORMS & CHECKLISTS

DAILY OPENING DUTIES

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