

Transfiguration Basketball Gym Procedures

- The gym and hallways must be left clean (no wrappers and or water bottles). *Lobby area must be vacuumed and cleaned, as well as hall area up to gate (Vacuum/broom and mops are located inside the janitor's closet).*

- The controller for the scoreboard and any basketball equipment must be locked inside the cabinet along with the *cash boxes*. The cabinet door should always checked to make sure that it is locked.

- All doors and windows in the gym must be checked to make sure that they are closed and locked. Also, the scoreboard must be turned off. The switch for the scoreboard can be found inside the closet on the stage. The switch is marked with a green dot and is marked with the number 20. All stage and gym lights must be turned off. There are three switches for the stage track lighting, and six push button switches for the remaining lights. One push button is for the stage closet, one push button is for the fluorescent stage lights, and the remaining four push buttons are for the gym floor lights.

- *Make sure that all garbage is bagged and tied before being taken to garbage shed (The garbage shed is located just outside Rectory garage, inside fenced area). No garbage is to be left inside janitor's closet.*

- Make sure that garbage is off the floor in both bathrooms, and that the bathroom lights are turned off. Turn the hallway lights behind the gate off. The switches are located in the janitor's closet (only touch switches 3, 9 & 18). Just before leaving, turn the last hallway light off (switch is located near the Principal's office). Make sure that the front door is locked.
 - *Money from admission and snack bar should be locked up in sports cabinet or delivered to coordinator.*

Items in Italics pertain only to game days