Checklist for Meet Cleanup Volunteers

- ☐ Leave the volunteer check-ins table on the outside wall of the shed (closest to 139th)
- ☐ Cleanup markers/sharpies on volunteer check-in table.
- ☐ Put away table for Meet Ref/Starter table on the side of the shed (closet to 139th), ad starter equipment in the shed.
- ☐ Put away Event/Heat Sign + pole using step stool - You may need to recruit a tall and strong person for the job. Put it into the shed.
- ☐ Remove all posted signs (Heat Sheets, QR codes, “Seating Area for AWAY Team” signs inside and outside the fence near baby pool, etc.)
- ☐ Put away Timer clipboards, pencils, stopwatches on swim team cart. Put cart into the shed.
- ☐ Put away all canopies into the shed.
- ☐ Put away chairs in staging area and other areas; Stack chairs. They are placed on the outside wall of the shed (closest to 139th).
- ☐ Pick up any leftover trash or lost and found items.
- ☐ Take out trash to the dumpster in the parking lot. Replace trash cans with new trash bags.
- ☐ Put away the chains on both sides of the pool. They are placed on the outside wall of the shed (closest to 139th).
- ☐ Put away the false start rope and the two poles into the shed.
- ☐ Close and lock the gate near the baby pool as well as by the parking lot. Key/Lock is on the office table. Return key to office key box.
- ☐ Put away all traffic cones from the street. They are placed on the outside wall of the shed (closest to 139th).