



Manager Daily Procedure Sheet

Date: _____

Facility: AVAC

Shift	Name	Management Breaks					
		10 Min Break Time	Mgmt Initials	30 Min Break Time	Mgmt Initials	10 Min Break Time	Mgmt Initials
Manager 1							
Manager 2							
Manager 3							
Manager 4							

OPENING DUTIES	Manager Initials	COMMENTS
UNLOCK OFFICE & TURN OFF ALARM		
VERIFY COMPLETION OF FACILITY AND PUMPROOM CHECKLIST		
FILL OUT CHEM LOG		
CHECK CALENDAR FOR EVENTS & SET UP APPROPRIATELY		
ENSURE ALL STAFF IS ON TIME		
OVERSEE AND ASSIST WITH OPENING PROCEDURES		
CHECK IN WITH LAGUNA WOODS MANAGER AND EMERALD BAY		
MAKE BREAK & IN-SERVICE SCHEDULE FOR THE DAY ON WHITEBOARD		
GRAB A WALKIE TALKIE		
CALL YOUR MANAGER WITH ANY TIME SENSITIVE ISSUES OR SLACK/EMAIL		

CLOSING DUTIES	Manager Initials	COMMENTS
MAKE SURE ALL INTERACTIONS WERE RECORDED ON MANAGER APP		
CHECK PUMP ROOM FOR LEAKS AND ALARMS		
FACILITY WALK THROUGH		
FILL OUT ALISO REPORT ON THE MANAGER APP		
OVERSEE CLOSING - VERIFY DUTIES WITH STAFF MEMEBERS BEFORE LEAVING		
LEAVE SLACK OR EMAIL WITH IMPORTANT ISSUES		
CLOCK OUT		

INTERM DUTIES	Manager Initials	COMMENTS
WEDNESDAY PREPARE GARDA BAG & CHECK CIVICREC THAT THE AMOUNT IS CORRECT		
MAKE SURE THE SANITIZER SCHEDULE IS BEING FOLLOWED		
CHANGE AROUND LANE LINES SCHEMATICS AT APPROPRIATE TIMES OF THE DAY		
FOLLOW BREAK/ IN-SERVICE SCHEDULE & COMMUNICATE TO UPPER MANAGEMENT IF UNABLE		
ANTICIPATE ISSUES WITH STAFF, PATRONS OR FACILITY AND TAKE APPROPRIATE ACTION		
BE THE BRIDGE BETWEEN PATRONS AND STAFF		
DELEGATE CLEANING DUTIES TO STAFF WHO HAVE TIME		
SLACK OR EMAIL ANY ISSUES TO YOUR MANAGER		
CONSISTENTLY ENFORCE ALL STATE AND AVAC POLICIES		