



AQJT Clean Up Checklist

Before a meet

Before a meet, we need to clean the Shark Tank, locker rooms, the main pool area, the hallway, the break room, and the dryland room so it's ready to host our team and other teams for the meet.

Shark Tank

- Pick up the pool deck, including all bandaids, hair ties, equipment, etc.
- Clean off all white boards.
- Put away all the markers.

Locker Rooms

- Pick up garbage
- Put everything in lost & found

Main Pool Area

- Pick up the pool deck, including all bandaids, hair ties, equipment, etc.
- Empty out the white & blue cubbies. Put trash away. Put clothes, etc in lost & found. Put equipment on shelves/bins.
- Guard chairs, speaker system put in the back hallway
- Other Guard chair put in back hallway by the lost and found
- Kickboards in order
- No markers on the boards
- Clean off all white boards
- Bring in and set up blue posts with rope between two pools
- Bring in long gray table, situate tables
- Set up starter system (experience needed for this), place mats over cords on floor

Hallway

- Put out the rugs/mats.
- Stack 30 - 35 chairs in the hallway corner by pool door

Dryland Room

- Make sure the shelves are in order...equipment like soxs and cords put away
- Drying rack in the back hallway
- Pull out 8 white laundry baskets from dryland closet and set by timer buckets
- Set the colored cones in laundry baskets

Break Room

- Set up little white table (usually behind door in office)
- Wipe down tables with clorox wipes
- Set up tables and chairs that are already in the room
- Take 2 plastic totes with coffee supplies to breakroom (keep the bins under the table for the meet)



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- Set up black organizer with sugars, cups, stirrers, lids
- Set up round coffee pod organizer with coffee pods
- Set up coffee maker (clean outside of it with wipes); add water on side to fill line; plug in but make sure coffee maker is off
- Leave an extra gallon of water next to coffee maker
- Put hand sanitizer out
- Fill cooler with drinks and add ice; put in break room

Timer Buckets

- 8 white or red buckets for each session
- 2 stopwatches per bucket (check that they work)
- 1 clipboard per bucket
- 2 pencils per bucket (sharpen)
- Stack of pink ribbons per bucket in baggies
- Print timer sheets and attach to clipboard



AQJT Clean Up Checklist

After a meet

After a meet, we need to clean the Shark Tank, locker rooms, the main pool area, the hallway, the break room, and the dryland room so it's ready for practice again.

Shark Tank

- Pick up the pool deck, including all bandaids, hair ties, equipment, etc.
- Clean off all white boards.

Locker Rooms

- Pick up garbage
- Put everything in lost & found

Main Pool Area

- Put lifeguard chairs, speaker system back on the pool deck.
- Empty Trash and Recycle and replace bags (bags are in the office in a brown box in bookshelf)
- Put away rope and blue rope stands that is between the two pool (goes in back hallway)
- Take out and put away touch pads. Speakers under starting blocks. Plungers.
- Return Timers chairs to stack in dryland room
- Timers bins, stop watches, clip boards, pencils, pink ribbons put back in appropriate bins in office
- Counting boards to dryland room
- Put away starter equipment back in dryland closet; mats hang in back area by dock to dry

Hallway

- Pick up rugs/mats and hang them on the short blue wall in the dryland room.
- Wipe up wet.

Dryland Room

- Empty Trash and Recycle and replace bags
- Pick up garbage
- Garbage bags go in dumpsters behind the building.
- Clean floor ([Click here for instructions to run the big vacuum cleaner.](#))
- Wipe down counter
- Food, drinks, snacks
- Coolers

Break Room

- Put all supplies neatly in plastic bins under table and return bins to shelf in office
- Put drinks back in fridge and dry out cooler
- return cooler to dryland closet
- Wipe down & Collapse small white table and return to behind the office door in dryland room