



# Sunday Break Down

- Breakdown team area
- Canopies- to orange shed
- Buckets & water weights- Please don't stack buckets!!

Buckets will get stuck together if you stack them wet. Put all buckets in the staging area off the basketball courts and turn them upside down to dry. We will leave them there to dry and put them in storage on Monday.

Weighted water sacks need to be drained before storing.

- All **canopies, tables, and chairs** go to the outer storage area.  
(Note: all non-AAA-marked chairs & tables are **rentals** and will be loaded and returned on Sunday - keep these outside of the orange shed for pick up.)
- Help **Hospitality & Snack Bar** clean up the area and return all unused drinks and supplies to the outer storage area.
- Return plywood picnic tables tops used at check in to orange shed
- Electrical cords
  - Be sure all electrical cords are taken out of the classroom and wind up cords for storage
- Return all supply boxes to the hallway closet
- Make sure all supplies are taken out of the lifeguard room
  - Please leave the lifeguard room clean
- Help put away all storage supplies from the computer room/ classroom
  - We must return the room to the same configuration we started with. Ask Coach Helen for a picture for reference.
- Breakdown timing system
  - Justin Ritter will lead this-All timing system equipment must be rinsed off before storing.
    - Push buttons
    - After rinsing, find the labeled box for storage..
  - Collect Watches & clipboards
  - Put away All equipment in Colorado staging area
- Break down PA system speakers

- Break down the timers canopy behind the blocks.
  - This job requires at least 4 people to lower!!
  - Bungee all poles of likeness together
  - Fold all tarps
  - Return small pieces to bin
  - All poles and timing system equipment is stored in the Orange shed
- Breakdown awards table
  - Return all boxes to the orange shed
- **Gray benches** from behind the blocks return to their locations around the pool: 6 Indoor pool/ 1 Women's locker room/ 1 Family Bathroom
- **Large black table** goes back to the South side of the pool.
  - table next to the lifeguard room
- Remove the extra **lane line** from lane 8.
  - Use the landline reel in the indoor pool.
  - Lane lines must be dragged indoors and wound up on the reel.
- Take any **lost items** to the lost and found at the front of the pool. Check outdoor pool, indoor pool, locker rooms, and outdoor areas.
- Clean up any **trash** around the pool and outer areas.
- Clean out all coffee makers & beverage containers. You can use the sink in the guardroom for this.
- Collect **yellow trash cans** from the outdoor pool and basketball area. Remove trash bags, rinse bins at the janitor's closet, then stack & return to the outer storage area.
- Take down all **postings** around the pool and basketball court areas. Check all fences, gates, and building walls.
- Save all laminated signs and return to storage. Box is labeled "Signs & Postings".
- Recycle the posted results & heat and lane assignments. White dumpster is for paper products.
- Remove **blue signs** used for heat and lane posting on the east fence, you will need scissors for this, since they are attached using zip-ties.
- Bleachers- go back to the pool deck
- Basketball hoop goes back on its base
- Lower the diving board and put the stick in the poolside shed.
- Remove trash from AUSD trash bins around campus. These must be left empty.