

### GYM USE CHECK LIST

- Return equipment used to the proper storage area
- Return gym mats to their proper storage area
- Clear the gym of water bottles and/or trash left by participant or spectators
- Clean up spills of any liquids in the gym
- Clean locker rooms of left articles of clothing, water bottles or trash
- Make sure toilets are flushed in the locker rooms
- Turn off locker room lights
- Turn off gym lights

### BATTING CAGE LIST

- Make sure you use an L-screen while using batting cage for hitting (talk to appropriate coach)
- Make sure you put mats down so that the balls don't leave marks on the floor
- You may only use softy and light-flight balls in the batting cage
- If you use a pitching machine, it may only be the softy jugs machine or the light-flight machine. (talk to appropriate coach)
- Return equipment used to proper storage area
- Return gym mats to the proper storage area
- Put batting cage back up
- Follow checklist on **gym use** before you leave.

### KITCHEN USE CHECK LIST

- Steam tables, stoves and burners -- shut off and cleaned
- Coolers and freezers – doors shut tight
- Sinks and countertops – cleaned
- Utensils/pans – rinsed and stacked by dishwasher (IGEMS Kitchen staff will need to sanitize when they return.)
- Clean up spills
- Floors – swept and washed clean of spills and droppings
- Empty trash into appropriate container
- Notify janitor upon departure (if possible)

**Special Notes:** Do not use Iowa-Grant supplies. Food and supplies that you bring in must be taken with you. Do not unplug or move equipment. No children under the age of 12 should be in the kitchen area.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**We are requiring anyone that uses the gym or kitchen must fill out and sign this form when they have finished using the room.** If you are just using the gym, please leave this form in the envelope provided by the gym doors. If you are using the kitchen or kitchen/gym please leave this form on the kitchen counter top.