



# Track Opening & Closing Form

Race Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Track Opening:

- Unlock Gates
- Unlock and Check bathrooms for cleanliness, check & refill supplies, turn on lights.
- Unlock Scale Building and turn on Scale
- Flagstand (place flags in holder turn on and check caution lights)
- Fire extinguishers (one at each corner near the opening)
- Corner worker vests (one near each fire extinguisher)
- Garbage cans (place bags in cans, set cans were needed)
- Clean track (sweep/vacuum/blower)
- Put out cooling fans in staging area - (if needed)

## Track Closing:

- Empty garbage cans and load garbage into dumpster.
- Return Flags, fire extinguishers, and vests to proper locations.
- Pick up all trash & litter.
- Clean & Mop bathrooms.
- Turn off track lights and caution lights.
- Lock Gates, buildings and bathrooms.
- Put away cooling fans.

|          | <u>Sign In</u> | <u>Time</u> | <u>Sign out</u> | <u>Time</u> |
|----------|----------------|-------------|-----------------|-------------|
| Captain: | _____          | _____       | _____           | _____       |
| Crew:    | _____          | _____       | _____           | _____       |
| Crew:    | _____          | _____       | _____           | _____       |
| Crew:    | _____          | _____       | _____           | _____       |