

BAY RIDGE BALLET

OPENING CHECKLIST

- ✓ Open gates and turn on all lights
- ✓ Make sure TV is on with promo video loop
(Instructions are on studio phone in notes app)
- ✓ Dry mop studio & vacuum up pile
- ✓ Steam mop studio
- ✓ Sweep leaves & trash up outside
- ✓ Vacuum lobby
- ✓ Swiffer lobby needed
- ✓ Tidy up lobby and studio
- ✓ Wipe down all restroom surfaces with disinfectant wipes

CLOSING CHECKLIST

- ✓ Close back door & windows
- ✓ Turn off both air conditioners
- ✓ Turn off sound system
- ✓ Turn off all lights
- ✓ Close studio door
- ✓ Clean up, throwing out all drinks and trash
- ✓ Leave TV on with promo video loop playing
(Instructions are on studio phone in notes app)
- ✓ Make sure lobby side door is locked
- ✓ Lock front door
- ✓ Close gate outside & lock switch box with pad lock

***** Put trash bags outside on Sunday's, Tuesday's & Thursday's
(Please place directly by gate/not the curb)**