# 4 Closing Procedures

## How to Get a Manager Check-Off

A check off is not currently required.

## Procedure Details

* Collect all Harnesses. Make sure the red stitching is in the middle of each buckle. Put harnesses together by size and connect them with white sting. Place in Green Bin.
* Collect all Hardware. Place in top tray of Green Bin.
* Collect all Helmets. Spray inside with Lysol (or other disinfectant). Place in Helmet Bucket once dry.
* Collect participant belay gloves in milk crate. Place on top shelf in Rope Shed.
* Take down and put away all Low Elements and Portables.
  + Lock up Whale Watch.
* Lower all ropes, inspect, and bag. Hang up bagged ropes in Rope Shed.
* Take down all ladders and place on Ladder Rack.
* Lock Ladders.
* Lock Coffin Lids.
* Hoist up and lock Cargo Net and Dangle Duo.
* Lock Green Bin
* Empty small trash in sheds into large garbage cans.
* Hang up orange Garbage Pick Up sign on the large, middle gate.
* Sweep out sheds.
* Fill out Rope Log. Rope Log lives under the microwave.
* Complete Program Summary. Put in Program Summary basket when done.
* Lock and Arm Sheds.
* Lock Gates.
* Put away Red and Yellow Keys. Locations and codes are for Team Leads only.