

 Auburn Site Procedures Checklist

**Pre-Range Session Procedures Checklist**

* Walk the range to check for leaves, trash, etc..
* Ensure range cart is ready and out on the range.
	+ Water topped off
	+ First Aid kit
	+ Fire Extinguisher
	+ Kitty litter
* Ensure all bikes are started and ridden before class starts.
* Set up the range before the class arrives.
* If your classroom session was conducted online or is range first, collect registrations, waivers, and check ID before you begin.
* Ensure containers are closed and latched prior to classes starting
* Confirm that all class paperwork is ready, including crash reports and evaluation forms.

**Post-Range Session Procedures Checklist**

* Store motorcycles that require **maintenance** in the 20 ft. container. Fasten a **RED TAG** noting the issue to the handlebar where it is visible, i.e. Will not start, Flat tire, Stalling.
* Top off all motorcycles with gas that were ridden
* Record repair needs on the Damage Report and include it in your class pack and class report.
* Consolidate classroom/container trash and put in the bed of the truck.
* Use the scanner at your location to scan and send class packs to instructor@gowmst.com. Store scanned class packs in the locked filing cabinet. Everett class packs can be dropped off in the main office locked cabinet or with admin during business hours.
* Be sure all containers and classroom are securely locked.