

Everett Site Procedures Checklist

**Pre-Range Session Procedures Checklist**

* Place cones across the top of the range and down the middle between range 1 and range 2.
* Put out Check-In flag at top the of range 1
* Unlock porta potty and set out hand washing station
* Ensure range carts are ready
  + 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, 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**

* Ensure all ranges are picked up and put all range equipment back in the correct storage areas in an orderly fashion.
* Store motorcycles that require **maintenance** close to the door so that they are easily accessible. 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.
* Take trash to the trash receptacle for removal.
* Use the raven scanner at your location to scan and send class packs. 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.
* Lock porta potty and place hand washing station in with range carts
* Remove cones at the top of range and between range 1 and range 2. Leave cones around containers out.
* Remove Check-In Flag and place with range carts and cones
* Be sure all containers are securely locked.