

Monroe Site Procedures Checklist

**Pre-Range Session Procedures Checklist**

* Unlock porta potty and set out hand washing station
* Ensure range cart is ready and, 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 locked prior to classes starting
* Confirm that all class paperwork is ready, including crash reports and evaluation forms.

**Post-Range Session Procedures Checklist**

* Ensure the range is 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 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.
* Lock porta potty and place hand washing station in with range cart.
* Be sure all containers are locked. Be sure the access gate is locked exactly like the picture. No exceptions.

