

Destination Silverdale Classroom SOP

1. **KEYS**-Retrieve the classroom key from the green instructor container at the range. The key is in the lock box. The code is 2015A. The key must be returned at the end of each day. There is one key for general instructor use. Dan Muir, Bret Black, and I have keys and are listed as emergency contacts. Instructors should communicate with each other for multiple classes on the same day.
2. Destination HD is open Tuesday-Saturday. The alarm will be already turned off during their normal business hours. 10-5p Tues-Friday, 9-5p Saturday, Closed Sun-Monday.
3. The light switches are around the corner once you enter the building. Bring a light source with you to easily locate them.
4. The **alarm control pad** is to the left of the doors once you enter. It is on the wall after the last pane of glass.
5. Everyone will have their own code for the alarm. Your code is not to be shared with anyone else. The prefix for all codes will be 4774 followed by your individual code. It would look like 4774123 etc. etc.
6. **Setting Alarm** When closing hit "on" button. Enter code select "all" and hit "enter". Wait for 30 second count down to start, exit and lock doors.
7. **Disarming Alarm** Opening enter code disarm "all."
The WMST Office is located to the left of the Front Door. It uses the same key as the front door. You'll find the laptop, tests, pens, office supplies and items needed to conduct classroom training.
8. An 85" TV with HDMI cable to hook up to the laptop is in the front of the class area. Using the remote, find **HDMI9** with the Input button and that will allow the classroom presentation to be displayed on the TV.
9. For classes that use video, plug the speakers from the WMST office into the Port on the left side of the TV that says audio output. Return them to the WMST Office at the end of class.
10. Heat can be adjusted using the thermostat on the column in the classroom area. It should be set at 55 when you leave.
11. Small portable desks are located behind the whiteboard for student use. They need to be stored behind the whiteboard at the end of the day.

12. **SCANNER**- There is a Raven scanner in the WMST office to scan your class pack to be sent to the office following your class. **There is a job aid right next to the scanner.** Review and follow it until you've got the hang of it. In short, load the top tray *face down, head down*. Do not change any destinations on the scanner. You should see 3 destinations with a yellow check. Email, Dropbox and Google Drive. Face down, head down, press SCAN. *In the review screen name your document the long WMST class number* and hit SEND. The final screen will show **3 green success indicators** once it's finished. Watch to confirm that your pack has successfully gone to 3 destinations. **Follow the job aid next to the scanner.**
13. After scanning, clip your class pack securely with a binder clip and place it in the big file cabinet. The drawer is labeled **"Class Packs"**.
14. The bathroom is located next to the WMST office. Ensure that it is left neat and tidy at the end of each day.
15. Students/instructors are not allowed to touch or sit on any of the bikes in the building. Some bikes are there for sale and some for repair. If someone is interested in purchasing a bike, they should go down and get a salesperson from the main dealer to assist.
16. There is an upstairs, but it is roped off and no one should go upstairs.
17. The sandwich board (located right inside the front door) needs to be set out before each classroom session (see pic for placement)
18. The sandwich board should be placed at the top of the angled drive, in front of the classroom.
19. Parking- students/instructors are to park in the designated areas. Do not go past the sandwich board.
20. The local HOG and CMA Chapters use that classroom on the 1st & 3rd Saturday of each month from 9am-11am.
21. Make sure all the lights are turned off when leaving.
22. **We must return the classroom to the original setup at the end of each class.**
23. **The Wi-Fi is Destination Public. The password is DestinationRocks**

Reach out if the classroom needs anything. Please leave the classroom in just as good, if not better, condition than when you got there.







Silverdale Site Procedures Checklist

Pre-Range Session Procedures Checklist

- ☐ Walk the range to check for leaves, trash, etc. Set up sandwich boards at the same time.
- ☐ 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 it in the bed of the truck.
- ☐ Be sure all containers are securely locked.