

2018 Shut Down Week Volunteer Task List

Task	Volunteers/Staff	Summary/Notes
Paint Lower Gym Walls	Volunteers Needed	Can we get this done before shut down?
Shampoo Kid's Gym	Custodial Staff	Night of August 23 rd ???
Kid's Gym Mats - Roll Up and Put in Closet	Volunteers Needed	Need to have done by early morning of the 27 th
Disinfect Kid's Gym Blocks	Volunteers Needed	Put in carts. Pull to a non-busy area. Can be cleaned easily with a scrub brush, disinfectant and water. Rinse with clean water.
Remove All Bikes & Items From Aerobics Room	Volunteers Needed	Need to have done by early morning of the 27 th .
Refinish All Wood Floors	Contractors starting early morning of 8/27/18	Will be strong odor especially in the afternoon
Gym Hallway Floor Refinished	Custodial Staff	Done at night
Lobby Floor Refinished	Custodial Staff	
Multi-purpose Room Floor Refinished	Custodial Staff	Done at night
Paint Lower Part (Doorway Height) of Multipurpose Room	Volunteers Needed	P2 paint. No need to tape off upper part as it will blend in.
Chair Fabric Shampooed	Volunteers Needed	Do all stackable green and purple chairs. Will need to rent a "Rug Doctor"
Remove and Replace All Cardio Equipment	2 nd Wind	Scheduled Wednesday, Aug 29 th
Vacuum & Shampoo Cardio Carpet	Custodial Staff	Needs to be done before new cardio equipment is set
Vacuum & Shampoo Strength Carpet	Custodial Staff	Will do just high traffic areas
Remove/Replace Wall/Post Decals in Strength Area		
Repair/Patch Walls in Strength Area	Volunteers Needed	Make sure patch areas are sanded smooth before painting
Paint Strength Area Walls	Volunteers Needed	Make sure patch areas are sanded smooth before painting. P2 paint.
Carpet in Men's & Women's Locker Rooms Replaced	Contractor	August 27 th & 28 th
Pools Drained	Doug	August 27th
Bottom of Pools Cleaned	Doug	
Lap Pool Gutters Cleaned	Volunteers Needed	First task to complete, don't move to another task until this is complete.
Zero Depth Gutters Cleaned	Volunteers Needed	Second task to complete, don't move to another task until this is complete.
Mushroom Play Features Cleaned & Waxed	Volunteers Needed	Third task to complete, don't move to another task until this is complete.
Slide Cleaned & Waxed	Volunteers Needed	Fourth task to complete, don't move to another task until this is complete.

Aquatic Center Windows Cleaned	Volunteers Needed	
Lap & Leisure Pool Gutters Protectant	Doug	Will be the last thing to do before pools being refilled
Refill pools	Doug	Starting evening of the 29 th
Pool Deck Cleaned	Custodial Staff	Done at night