

## Duty Manager's Rink Opening Checklist

Time	Activity	Estimated Time	Support
1530	Duty Manager Arrival		
1530	Change chiller setpoint to -13/-14		
1530-1630	Complete checklist 1 <ul style="list-style-type: none"> <li>- Collect scanners</li> <li>- Collect radios</li> <li>- Check chillers and complete report entry 1</li> <li>- Check ice level and decide if action needed</li> </ul>	1 hour	
1630	Staff arrival – Sign in Report any absence to Matt Tobias		Supervisor
1630-1730	Complete checklist 2 <ul style="list-style-type: none"> <li>- Check photo booth staff have arrived and are ready for opening</li> <li>- Perform check of all skates (assign to staff)</li> <li>- Conduct rink walk round with ice marshals after covers are removed</li> <li>- Ensure skate exchange areas are clean and clear (assign to staff)</li> <li>- Assign skate sharpening (as needed)</li> <li>- Conduct pre-opening staff briefing: <ul style="list-style-type: none"> <li>o Raise or review and concerns or issues</li> <li>o Assign roles and hand out scanners and radios</li> <li>o Review pre-booked session numbers</li> <li>o Review and assign ice guide bookings</li> </ul> </li> <li>- Establish contact with ticket office via radio</li> </ul>	1 hour	Ice Rink Staff
1700	Unroll ice cover	15 minutes	4 crew
1700	Send pre-opening status email to IMG operations manager		
1730	Resurface ice	15 minutes	
1730	OPEN		

## Duty Manager's Rink Closing Checklist

Time	Activity	Estimated Time	Support
2350/0050  (After close of final session)	Resurface ice (no cutting, just lay water)	15 minutes	
0015/0115  (After last guest leave skate exchange)	<ul style="list-style-type: none"> <li>- As staff to clean and clear skate exchange</li> <li>- Conduct 5-minute staff debrief and dismiss staff</li> <li>- Perform final chiller check and enter data in to report</li> <li>- Check Ice Resurfacer fuel level</li> <li>- Review pre-booked session numbers for tomorrow</li> <li>- Submit Duty Manager's Report to the IMG Operations Manager</li> <li>- Ensure external cabins and structures are secured and area is clear</li> </ul>	45 minutes	
0130/0230	Crew to roll out ice rink cover  Change chiller setpoint to -10	20 minutes	8 Crew