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| **RSC PM CHECKLIST (rev. 3.23.16)** | **Date:** |  |  |
| **Tasks** |   | **Initials** |   |
|  **2nd SHIFT** |   |   |   |
|  Verify $150 in cash drawer |   |   |   |
|  Check log book for notes |   |   |   |
|  Check Binders (Massage, Activities, etc) |   |   |   |
|  **DURING SHIFT** |   |   |   |
|  Keep Radio with you |   |   |   |
|  Make court reservations in “Daily Forms” **(SAVE)** |   |   |   |
|  Check in Local Owners & Collect Day Use fee |   |   |   |
|  Give out Basketball & Ping Pong - Log room number |   |   |   |
|  Rent racquets, pool - Enter in Quick Books Point of Sale |   |   |   |
|  Post room charges to Guest’s Account in System 9900 |   |   |   |
|  Check pool and Health Club each hour |   |   |   |
|  Monitor cash drawer, get change if needed for A.M. |   |   |   |
|  Dry mop wooden courts |   |   |   |
|  Straighten up Gift Shop, brochures, restaurant menus |   |   |   |
|  Pick up trash, return equipment to proper place |   |   |   |
|  Loan out board games, puzzles, books  |   |   |   |
|  Take Lost & Found to Towel Exchange |   |   |   |
| **CASH OUT** |   |   |   |
|  Count Day Use $10 - Draw line & write total $  |   |   |   |
|  Run Department Sales Summary Report (Date & Time) |   |   |   |
|  Run Z-Out Drawer Count ($150 Over) |   |   |   |
|  Verify drawer at $150 - Place slip under change drawer |   |   |   |
|  Fill out $ envelope - Include Cash, Checks & Room Charges |   |   |   |
|  Post to System 9900 |   |   |   |
|  Stamp shift report and $ envelope “POSTED” |   |   |   |
|  Save & Print “Daily Forms” – write PM on top of form |   |   |   |
| Lock cash drawer and attach key to RSC #1 Key ring |   |   |   |
| **CLOSING** |   |   |   |
|  Walk building - Remind guests of time to closing |   |   |   |
|  Straighten Creative Corners |   |   |   |
|  Walk Tennis Courts, organize chairs and pick up all trash |   |   |   |
|  Check trash bin on Court 3, empty if needed |  |  |  |
|  Use log book to communicate notes, messages, questions  |   |   |   |
|  Do final walkthrough - Clean up as needed |   |   |   |
|  Turn off both Radio’s & place in chargers |   |   |   |
| TURN OFF ALL LIGHTS |   |   |   |
|  Lock Front Doors - Change sign to “CLOSED” |   |   |   |
|  Turn in $ envelope & keys to Front Desk |   |   |   |