

# River Falls Youth Hockey Association Facility Responsibilities

**Procedure: Closing Wildcat Centre**

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**Revised By: Lisa Woiwode**

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**\*\*\*NOTE: If you are down for closing, but not the last team on the ice for that day, you only need to do the following: Verify all doors are locked, including concessions, and shut off the Mezzanine, lobby and bathroom lights. The last team on the ice will do the complete closing procedure. \*\*\***

1.) Verify all overflowing trash cans around the arena and in bathrooms have been emptied. Empty if necessary and follow-up with the Housekeeping Coordinator and Facility Coordinator. They will follow up with the Team Manager on duty that week.

2.) Turn off Arena, Parking lot, Outdoor lights and bleacher heaters. The switches are located in the compressor room in panel #MR1 & #MR2 and are marked with a red dot (see Opening Wildcat Centre procedure if more details are needed).

3.) Turn off the lights in locker rooms, coaches room and referee room.

4.) Turn off score board and PA system.

5.) Turn off Mezzanine lights.

6.) Confirm all exit doors are pulled shut and locked from the outside.

7.) Turn lights out in the concession area and lock the door.

8.) Turn off video game power switches. They are located on the breaker panel inside the custodial closet (across from the trophy case). Panel is located in the back left corner of the room.

9.) Turn off the lobby and bathroom lights.

10.) Lock entry way door using Allen wrench located above the door frame. To lock:  
→Insert Allen wrench into the small hole in door bar and turn clockwise to release bar  
→Confirm door is locked by checking it from the outside

12.) Confirm all entry way doors are locked and shut tight.

13.) **NOT BEING DONE AT THIS TIME:** Proceed to the security panel located to the left of the concession stand entrance door. Open panel door and type in security code 5432 and leave immediately through the front door.

***\*\*\*Note: If you have any concerns or suggestions for this procedure please contact Lisa Woiwode at 425-5413 (home) or 651-343-5558 (cell).\*\*\****