



WHOLE BUILDING CLOSING

It is the responsibility of Client Services, the Floor Supervisor, and any leadership team members to ensure closing procedures are complete at the end of each work day.

STUDENT SAFETY

- Ensure that all students have been picked up
 - At least two Viking staff members must be present while students are in the building
- If a student's ride is late
 - Students must remain inside the building while waiting for their ride
 - Ask the student(s) if they have called their ride. Call their parent/guardian if they have not
 - Follow-up with the parent at pick-up to provide a reminder that Viking closes at 8:30pm.

TURN OFF LIGHTS, FANS, TVs, & SPACE HEATERS

- Turn off all the lights in the gym, parent rooms, bathrooms, hallways, accessible offices, and locker room
- Turn off gym and parent room fans
- Turn off the televisions at the front desk, parent rooms, and hallways
- Check that all space heaters are turned off

LOCK THE DOORS

- Ensure that the top and bottom latches of the main entrance are locked, as well as the lock in the middle of the doors
- Make sure the door at the old front entrance (south side of the building) is locked

LEAVE TOGETHER

- Confirm all staff members have exited the building
- Leave as a group, the last employees in the building should not exit independently
- Exit through the hallway door by offices, confirm it is closed and locked behind you