

# RDS Opening Procedures

## Facility Standard Operating Procedure for Opening and Closing

### Opening Procedures

1. Walk around outside of facility to see if any damage has occurred during closing hours. If any damage has occurred notify the PMO - 532-1210 and Sal Impollonia - 732-598-4347. Also, police area for any trash.
2. Unlock front doors and any doors that will be used for the current day and turn on lights.
3. Turn on computer and check all email. Check all voice mail messages.
4. Count change fund and insure the correct amount is there.
5. If Rec Trac is down you will operate by using 1992 receipts. Keep copy of all transactions to be put into Rec Trac when fixed.
6. If emergency occurs (loss of property) you notify:
  - a. Sal Impollonia – 732-598-4347
  - b. PMO – 532-1210
7. If a medical emergency occurs you notify:
  - a. 911
  - b. Sal Impollonia – 732-598-4347
  - c. MWR Headquarters – 532-9604
  - d. Fill out form #LS202

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Opening Employee/Date

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Facility Technician/Date

### Closing Procedures

1. Ensure DAR and bank deposit are complete and locked in the safe for next days deposit.
2. Ensure all doors and windows are locked. Pull on doors after locked to make sure lock did not malfunction. If you cannot secure the doors:
  - a. Call PMO - 532-1210
  - b. Call work order desk – 532-1122 (write down work order number)
  - c. Call your Facility Technician
3. Ensure all property that is located outside facility is secure.
4. Notify PMO – 532-1210 that facility is closing and record name of the person you talked to.

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Closing Employee/Date

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Facility Technician/Date

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Notified PMO Personnel

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