

Safety/Parking Team Checklist

Team Leader: David Christensen & Lynn Cobb

- Before Service
 - Assign each team member an area to oversee
 - Stay in your assigned area to ensure students are orderly and safe
 - Assign team members to ensure the flow of traffic is moving smoothly

- During Service
 - Assign team members to be present in service and others to be present in the lobby
 - Ensure safety of students

- After Service
 - Have team members go back to original area assigned before service
 - Assign team members to ensure the flow of traffic is moving smoothly