

HBGS FIELD MAINTENANCE CHECKLIST

OPENING:

- ☐ Main equipment shed uses key. Each manager will have one key.
- ☐ Field box combination is 9264 (HB Zip). Turn tumbler after opening to be able to close lock.
- ☐ Prep field, chalk lines, place bases and pitcher's plate, etc. Batter's box template on main equipment shed door.
- ☐ Return hose, spigot, sprinkler and batter's box template to appropriate sheds/boxes.
- ☐ Return hammer, string, nails, dig-out tool and chalker in field boxes. Replace lid for chalk storage bin.
- ☐ Place (2) trash cans with extra bag for each field behind back stop.
- ☐ Open bathroom enclosure. Combo is 9264 (HB Zip). Turn tumbler after opening to be able to close lock.

CLOSING:

- ☐ Return bases and pitcher's plate to field boxes. Make sure lid for chalk storage container is on. Close lid and lock box.
- ☐ Fill in holes at pitcher's mound, batter's boxes, catcher's area, base areas. Moisten as required. Lock universal water valve.
- ☐ Return pitching machine, extension cord and dimpled balls to main equipment shed.
- ☐ Throw away trash bags in school trash cans and put cans away in main equipment shed.
- ☐ Return red pylons to bathroom enclosure and lock gate.
- ☐ Return rakes, quad, hoses, spigots, sprinklers and trash cans to appropriate equipment field box. Close and lock doors.
- ☐ Go home.

Emergency Field Contact:

Steven Lakso – Mobile #: 714-315-5162; Home #: 714-842-9511; E-Mail: slakso@verizon.net
Gerry Steele – Mobile #: 562-714-2444; Home: 714-799-4284 E-Mail: gerry.steele@verizon.net
Vandalism: HB Police Department Dispatch: 714-960-8825
Injury: HB Fire Dispatch 714-780-0986 or **911**

HBGS FIELD MAINTENANCE DUTIES

Main Equipment Shed:

Key lock. All manager's should have a key. Turn and set both levers into slots on door. Flip locking tab on lever and tab at lock cover. Rakes, shovels, dust pan, brooms, trash pick-up sticks, extra trash bags, hoses, sprinklers, spigots, gasoline for quad, bags of chalk, string for lines are on shelves or on racks. Please do not get into equipment bags. If you need something, ask for it. Game balls are locked in snack shack and additional supply in Supply End of shed. Gerry Steele, and Steven Lakso have keys.

Quad Cycle:

Quad cycle may be used for field prep, trash and equipment hauling. No riders please. Key turns to right. May have to jiggle key to get it to turn. (Lock problem) Must be started while in neutral. Green light in center of information screen will illuminate while in neutral. Start button is the lower push button on left handle bar. 5 speed automatic clutch transmission. Arrow buttons on left handle bar to shift up and down. Usually starts off well in second and field prep should be done in 3rd gear at 8 mph to prevent excessive dust generation. Screen drag hooks to hole at rear axle below seat / rack. Try to put hook on center chain link on screen drag. Heavy spike drag should only be used sparingly to prevent excessive loose dirt material. Light switches are just above start button. Pull chord on right side below seat for manual start when battery is dead.

Field Preparation:

Combination for lock on field box bins is 9264 (HB Zip). Turn tumblers after opening lock to allow it to lock properly. Bases, pitcher's plates, nails, hammer, string, dig-out tool, chalk storage bin, tape measure should be in each box. Fill in holes at pitcher's mound, batter's boxes, catcher's area and base peg holes. Generally good to moisten dirt prior to filling in holes to ensure proper moisture content for compaction. Don't over water or it will get muddy and won't compact well. Impact sprinkler helps a great deal for general dust control. Ten minutes maximum should allow for 8 to 10 rotations. Keys for Universal Valves are attached to individual Rain Birds and Hoses. Lock valve when done watering. Screen drag may be used to smooth dirt for optimum level surface. 8 MPH on the quad for low dust and screen control. First game is to chalk field foul lines, interference line, coaches boxes, on-deck and pitcher's mound circles and batter's boxes. Extra 50 lbs bags of chalk in main equipment shed. Place covers on chalk storage bins in equipment shed to prevent excessive moisture in chalk. Replace base peg covers and cover loosely with dirt. Return rakes, hoses and sprinklers to appropriate equipment sheds.

Trash:

Place trash can liner in the trash can and place minimum (1)one can per field, generally behind the back stop. This would pertain to the first game on each field. Use plastic grocery sacks or paper bags for practices as needed. Clean the trash in the dugouts, fields and spectator areas. Unfortunately field #3 is the recipient for wind aided trash relocation. Remove trash can liner from can after games and throw away in school trash bins at front of school. Gates may be locked. In that event, place in gray bin in school trash area or throw away in open blue trash bin(s) also located in school trash area. Return trash cans to Out House enclosure after games or practices.

Bathroom Enclosure:

Combination for lock on gate is 9264 (HB Zip Code). Turn tumblers after opening lock to allow it to lock properly. Trash can with liner should already be inside enclosure. Remove bag and install new bag as necessary. Extra toilet paper in main equipment shed on top shelf. Red pylons to restrict cars from going onto school blacktop area should be stored in trash enclosure.

General Equipment:

Pitching machines, extension chords and yellow dimpled balls are in main equipment shed. Return all to main equipment shed after each use.

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