



# Opening Procedures

1. Park and Enter at Rear Door.
2. Disable Alarm System (code provided)
3. Turn on Main Studio Lights
4. Turn on Bar, Lounge and Entrance Lights
5. Turn on Fridge Lights. If applicable, turn on Ice Machine & Coffee Machine.
6. Visual Facility Check Completed from Upstairs through to Main Studio. Ensure Tidiness and Cleanliness.
7. If applicable, turn on Black Ipad.
  - a. Code 123456
  - b. Square App utilized for purchases
8. If applicable, turn on Main Computer
  - a. Password 2323
9. Turn on White Ipad
  - a. Open Mindbody Check in App and place on stand
10. Use Sonos app to turn on music
11. Unlock Front Door

## *Staff Only*

12. Check Phone Messages
  - a. Dial 403-848-1605
  - b. Password 2323
  - c. Record Messages and Distribute appropriately
13. Complete Inventory Checklist.