

TAKEDOWN AGILITY

- **Clean up and setup after the event** - Verify that the building is left in clean and satisfactory condition as follows (detailed).
 1. Build courses in both rings after event.
 - For Turf ring –
 - Use the highest level standard course from one of the trial days.
 - All contact obstacles must be included in the course as well as 12 consecutive weave poles.
 - If nothing suitable, take a course from the course map binder in the office (stored by the volunteer hours book).
 - Double-check the teeter. Teeter tray should be securely on with sandbags (see pic).
 - Double-check the weave poles. Weave poles should have the connector piece holding the two sets of 6 poles together.
 - Make sure A-Frame is at AKC height. Height is 5'6" for AKC. Lowest hole for the chains to be hooked in should say 5'6", that's where you hook the chains.
 - Put away agility table 'D' and its legs (turf ring), these are for trial use ONLY.
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 - For Mat ring - contact Mary VanderBloomen.
 2. Double-check the dogwalk in **both rings**. The dogwalk wheels should point out and be in locked position.
 3. Double-check the tunnels in **both rings**. Tunnels should have at least 4 sets of tunnel bags all of which should be snug and should not hang over the end of the tunnel. Tunnel bag handles must be on the inside, facing the tunnel.
 4. Return the ring gates to the rings they came from - the gates with the **GREEN** tape are for the turf ring, **BLUE** tape are for the agility mat ring, NO tape are for the obedience ring.

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5. Tear down entrance/chutes (CPE) putting gates back in proper rings.
6. Tear down practice jump area putting jump and gates in proper rings.
7. Take course maps off hallway wall and dispose of them.
8. Clean the kitchen area (floor too if nec'y).
9. Return folding tables and chairs to their designated locations.
10. Restock refrigerator.
11. Bring in parking spot signs.
12. Put away odds and ends that were used during the trial (eg; judge's wheel, measuring equipment, etc.).
13. Humidifiers need to be checked/filled end of each day (**seasonal**).
See separate document Humidifier Refill Instructions.
14. Collect trash and empty all trash containers, replace plastic liner bags in cans and set all trash bags outside in WAG's waste receptacles (possibly already done by indoor grounds person).
15. If there was a raffle, put raffle supplies in plastic bin and return to shelving behind turf ring.
16. Put all ribbons back on shelving behind turf ring. Return rolling title bar holder to its home at the back of the turf ring.
17. Put away electronic timers. Be sure to remove batteries.
18. Unplug timer display and hook the cord on the clip hanging to the side.