

## Herndon Elementary School Game Teardown Procedure

**Goals:** Wheeled goals need to be moved off the playing field in front of the bigger goals that are not in use. The goals will need to be locked at both ends using the combination that is supplied by the HYS Administrator to unlock the locks. The people that setup the field earlier in the day should have placed the locks and cables in the equipment box. Be sure to re-scramble the combination. It is recommended that 2 people either push or pull the goals back to the storage location (1 per post).

**Wheels in up position**



**Wheels in down position**



**Equipment Storage Box:** There is a key storage box behind the equipment box, attached to the large chain. Enter the same combination for the goals, as provided by the HYS Administrator, and remove the key to be used to open the box. Use the key to open the lock on the front right of the box. Place the sandbags and the flags into the equipment storage box. The equipment storage box needs to be locked and the key secured back in the key storage box. Be sure to re-scramble the combination. Please try and tuck the key storage box under the back of the equipment storage box to keep it out of sight.