



# Maintenance/Projects/Cleaning Checklist

## Best Practices When Your Center is Closed

### PINSPOTTERS

- Anything that you have been putting off such as rebuilding distributors, pits, kickbacks or kickback plates.
- Any temporary, quick fix repairs that need to be corrected such as Yokes (X-Frame) replacement, broken tables, tube weldments, etc. that need to be removed, replaced or professionally welded.
- Run the pinspotters once or twice a month for 10 – 15 minutes in continuous cycle to help keep your belts and pit conveyor (carpet) from taking a set and reveal any pin feeding issues. Only run four to eight pinspotters at a time to help reduce expenses.

### LANES

- KEEP AIR CONDITIONING AND HEATING ON. Moisture and heat can cause lanes to get un-level, even synthetic lanes. Follow your manufacturer's lane installation manual for leveling and environment requirements.
- It is debated whether or not lane oil should be kept on the lanes during a shutdown. There is no evidence either way. There is an argument for keeping oil on wood lanes to seal cracks from the environment.
- Good time to level lanes. This is labor intensive and only requires minimal parts and cost.
- Secure loose foul lights. Adjust and secure foul light covers.
- Patch wood lanes.
- Clean, inspect gutters and capping. Replace or make repairs.
- Replace or repair bumpers.
- Inspect approach and make any repairs.

### LANE CLEANERS, OIL AND CONDITIONERS

- Do not store diluted cleaner.
- Undiluted cleaner and oil have long shelf lives.

### LANE MACHINE

- If not used, drain the cleaner.
- If equipped with a transfer roller (QubicaAMF equipment) the transfer roller should be zip tied upward to remove pressure from the brush so it does not need to be removed. If removing brush, store vertical or in a tube as to not crush the fibers.
- Refer to your machine's manufacturer for precise recommendations on storing battery-operated equipment.

## **PINS**

- Inspect and inventory pins.
- Replacement of broken pins. Check for any broken rings, cracks or surlyn beginning to strip away.
- Pins may be cleaned with diluted lane cleaner or our PinKeeper. DO NOT submerge pin in cleaner or allow cleaner to remain in contact with base of pin.

## **HOUSE BALLS AND RENTAL SHOES**

- Inspect and inventory shoes to include interior. Replace any worn, tattered or ugly shoes or laces.
- To sanitize rental shoes untie the laces or disconnect the Velcro strap, and open the shoe as wide as possible. With one hand, lift the tongue out, spray with 70% Isopropyl Alcohol solution, and air-dry them out thoroughly for at least 5 minutes before the next use.
- Inspect and inventory balls - chips, cracks, anything else that could damage the lanes or injure the bowler.
- Provide adequate number of balls per lane (approximately 7) correct number of balls per weight and grip size.
- To sanitize house balls wipe entire surface and finger holes with a microfiber cloth moistened with a 70% Isopropyl Alcohol solution before the next use. The cloth should be damp, but not dripping wet. Allow the solution to sit on the ball for 5 minutes before wiping off.
- Future sanitization - consider a ball and shoe room. No balls on racks throughout the center. This will allow you to sanitize the ball and shoes in front of the customer.

## **BACK OF HOUSE**

- Clean and organize mechanic's shop.
- Take spare parts inventory. Good time to check all rebuilt motors, gearboxes, chassis, etc. to make sure they work. If not, repair.

## **COMPUTERS/TECHNICAL**

- Check battery backup on each computer.
- Boot up Conqueror system and scoring.
- Do any Windows or Conqueror updates that are available.
- Clean around computers. Be sure vents have good airflow.
- Label any unlabeled cables.
- Check for backups on Conqueror.
- Make sure you have an offsite backup.
- Call QubicaAMF tech support about free upgrade from Conqueror.13 to Conqueror X.
- Call QubicaAMF tech support to schedule "system tech check" prior to reopening your center.

## **GENERAL FACILITY**

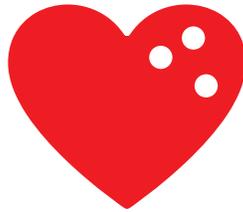
- Clean and sanitize entire facility.
- Inspect and clean carpet.
- Inspect and clean flooring.
- Clean walls or repaint, if necessary.
- Paint or clean ball return hoods.
- Inspect and replace light bulbs, to include LED's.
- Restripe parking lot and make necessary repairs.
- Clean facility windows and doors, removing all old tape and smudges.
- Inspect, repair and sanitize all restrooms. Display proper handwashing instructions.
- Regulate thermostats. Keep air conditioning and heat on to maintain lanes.
- Check fire extinguishers and Ansul system.
- Clean all scoring and MMS monitors.

**FOOD AND BEVERAGE**

- Remove all perishable food.
- Check product dates and request credit on expiring items or plan donation.
- Reach out to food brokers to discover new items available.
- Get with liquor/beer/wine brokers or distributor to inquire about trends.
- Consolidate prep tables. Empty and sanitize inside and out.
- Properly label items.
- Clean and reorganize dry storage.
- Clean and sanitize handwashing sink.
- Equip with proper products for constant hand washing.
- Display proper handwashing instructions.

**MARKETING**

- Remove all worn or out of date marketing material.
- Refresh MMS advertising.
- Inspect center website for broken links and outdated information.
- Review social media channels and update.
- Review marketing programs to consider future changes.
- Cleanup email database.



**#supportbowling**

Watch for a Reopening Best Practices document coming soon to assist in a smooth and successful reopening. We invite you to get in touch or access other relevant information at [QubicaAMF.com](http://QubicaAMF.com).

We're all in this **together**

**CONTACT AND RESOURCES**

Customer Tech Support: 1+866-460-7263  
[www.qubicaamf.com/support](http://www.qubicaamf.com/support)



Visit our QubicaAMF eShop @ [eshop.qubicaamf.com](http://eshop.qubicaamf.com) for any bowling parts and equipment needs