

Volunteer Event Checklist 2018

Thank you for your help! Keeping our facility clean and safe is an important responsibility shared by congregation and staff. Please use this list as a tool to help you leave your church in good condition after an event.

*Please reserve needed spaces before your event through the church office.
Please do not use any unreserved rooms for your event without staff member approval.*

Kitchen, Parish Hall, Sanctuary and Warner Room events:

- Wipe all surfaces used in Parish Hall and Kitchen, including tables and counters. Cleaning supplies are located under the sinks. Paper towels are above the sinks.
- Empty all trash.
 - **Take trash to our trash dumpster near the playground.**
 - **Recyclable trash should go in the dumpster marked “Cardboard” and “Single Stream” recycling.**
 - **Extra trash bags are stored in drawers in Kitchen.**
- Sweep floor in areas used. Brooms, dry mop and dust pan are located in area leading to loading dock (back) door to kitchen.
- Tables and chairs are stored in the Parish Hall in the chair closet, so when you are done, please return all tables and chairs to the closet. If you do this before sweeping the Parish Hall, it will make clean up go more smoothly.
- Clean sinks - supplies are under the sinks.
- Please rinse off dishes using sprayer over the sink next to the dishwasher. Run disposal as needed. It is the little electrical box above the sink, instructions posted.
- Please use dishwasher (*instructions are posted on wall near fire extinguisher*). You may leave wet, clean dishes on dish racks to dry on counter. Please turn off dishwasher when done.
- If you are not able to use dishwasher, please contact custodian if one is on duty. If not, please leave a note for Ernie or Marina on the church office door to explain what the problem was. Please make sure dishes are rinsed and disposal run as instructed above.
- Please do not leave leftover food. Turn off ovens!

Notes to help you!

1. Please make an effort to return the area to the same condition you found it, or better 😊
2. Please keep in mind that another group may be using the same space after you.
3. Cleanup will be easier if you clean as you go along.

Events in classrooms and other locations in the church or grounds:

- Please return room set up to the condition you found it.
- Please keep in mind that various tenants and church groups use the classrooms and Brunner Chapel.
- You do not need to empty the trash.
- If you use the small kitchen on the second floor, please clean sink and wipe down counters. Cleaning supplies are under the sinks.
- Please do not leave leftover food.
- There is no need to vacuum or sweep floors, but please clean up spills, crumbs or craft messes. A vacuum is available in the storage closet next to the Brunner Chapel.
- Please wipe down tables if they get dirty. A damp paper towel may be sufficient, and are available in most rooms and in the bathrooms. Cleaning supplies are also available.
- If you use sinks in the classrooms, please do not clog drains. Please wipe down the sink and counter with a damp paper towel when you are done.

Closing down the building at the end of the event:

If there is a custodian on duty, you do not need to worry about building lock up. The building closes at 9:30 p.m. weeknights, sometimes earlier if groups finish before 9:30. If your event will go past 9:30 p.m., please check with the night custodian and make sure you know what needs to be done to secure the building after the custodian goes home.

If there is no custodian on duty you are responsible for locking up the building.

- Lock Sanctuary doors leading to Whitby Road with bolt on inside and exit through another door.
- If you used the building code to come in through the Youth Center stairwell, you won't have a key. Exterior doors will all be locked. Just test the door you use to exit to make sure that it closed properly.
- If you have a key, and you unlocked any doors, please make sure they are locked before you leave.
- The door by EEC office leading to parking lot doesn't always close properly. Please make sure interior door is NOT propped open and exterior door closed properly.
- Please turn out all the lights! (see addendum for a list of lights and locations at end of this document)

Playground and grounds:

- The playground equipment is most appropriate for children up to age 6. It belongs to our tenant, EEC.
- If something is broken or damaged, please tell the Church Office.
- Please clean up trash and recyclables. (see kitchen instructions for details)
- Please keep in mind that we are in a residential neighborhood. Noise levels, traffic, etc. need to be reasonable.

First Unitarian Church is a nut free building, please keep safety in mind.

Thank you for your efforts to help our church remain a clean and safe environment for us all!

List of light switches and controls Addendum

SANCTUARY

CONTROL LOCATION / I.D.

PULPIT LIGHTS	PANEL AT TOP OF LOFT STAIRS ON LEFT / TAPED SWITCHES "SPOTS"
FRONT WALL LIGHTS	NORTH SIDE OF LOFT / SWITCH # 1 "FLOOR"
CEILING LIGHTS	" / SWITCH # 2 "CEILING"
LOFT & REAR PULPIT LIGHTS PLATFORM	" / SWITCH # 3 "FRONT & CHOIR
LOFT" WALL SCONCES	BOTTOM OF LOFT STAIRS / "CB 1"
LOFT STAIRWELL LIGHT	BOTTOM & TOP OF LOFT STAIRS / "CB 9"
HALL LIGHTS AT REAR	BY SW HALL DOOR & NE FOYER DOOR / "CB 11"
FOYER LIGHT	BY NE FOYER DOOR / "CB 8"
HEATER FAN BLOWER	LEFT REAR VENT; TIMER STOPS AUTOMATIC
HEAT & A/C SUNDAYS	SET TO AUTOMATICALLY OPERATE @ 74°F ON
CEILING FANS "L,C,R"	BEHIND DOOR IN LOFT / VARIABLE SPEED KNOBS

PARISH HALL

CEILING FANS "N,C,S"	BEHIND DOOR IN LOFT / VARIABLE SPEED KNOBS
CEILING LIGHTS	NORTH WALL SWITCH / "CB 1 OVERHEAD LIGHTS"
EAST SOFFIT LIGHTS	SE CORNER SWITCH / "CB 13"
WEST WALL LIGHTS	SW CORNER SWITCH / "CB 15"

WARNER ROOM

CEILING LIGHTS	BY PARISH HALL DOOR / "CB 6"
----------------	------------------------------

KITCHEN

CEILING LIGHTS	BY WARNER ROOM DOOR / "CB 12"
REAR EXIT LIGHT	BY REAR DOOR / "CB 14"

SOUND SYSTEM

ON / OFF	BOTTOM OF LOFT STAIRS / GREEN BUTTON
VOLUME	BLACK BOX ON LECTERN SHELF / RIGHT KNOB

Lew B Collat 8/2/09