

TAKE DOWN COORDINATOR
CHECK LIST

NOTE: We will try to reduce the amount of work for the Volunteer by having the guests do as many of the tasks as possible under the supervision of the Saturday OVERNIGHT HOST.

All supplies are in the IHN Storage Room.

NOTE: Because we do back-to-back weeks of hosting, folded cots from the rooms can be kept at the end of the hallway rather than in the Undercroft on those weekends.

BEFORE SUNDAY:

_____ Check calendar to be sure you have about 5-6 people in your crew. If not, line up some extra helpers.

ARRIVAL SUNDAY MORNING:

_____ Since everything will need to be completed no later than 9:00 AM in order for the Religious Education classroom preparations, you should probably get started at 7:30....just after the guests have left for the Day Center. (They get to sleep in one extra hour on weekends!)

TASKS:

- _____ Be sure that all pillows are closed up inside cots and that cots are in storage location.
- _____ All folded blankets should be in the IHN Storage Room. Only those that are visibly soiled should be put in the laundry bags (large plastic garbage bags).
- _____ All dirty linens and towels should be in laundry bags and left in the IHN Storage Room for pick-up by LAUNDRY VOLUNTEERS.
- _____ Empty all wastebaskets from lower level bathrooms, bedrooms, Imagination Room, and upper level Junior High Room.
- _____ Vacuum and/or sweep classrooms, Imagination Room, and Junior High room as needed.
- _____ Replace furnishings in rooms where the furnishings had been moved to the walls. (By the doors, there may be a map "layout" of tables.)
- _____ Replace any classroom tables and chairs in the hall back to the rooms.
- _____ Replace any classroom tables and chairs in the Imagination Room back to the rooms.
- _____ Use disinfectant spray and rags in the IHN Storage Room. Wipe off all surfaces, toys, tables, doorknobs, etc. in classrooms, Imagination Room and Junior High Room.
- _____ Sweep lower floor hallway, as needed. Clean up noticeable spills or marks.
- _____ Move IHN items from the Imagination Room to the Storage Room on the Lower Level (Toys, Books, etc.) THIS DOES NOT NEED TO BE DONE ON THE HOLIDAY WEEKENDS. Put computer-on-cart and tv-on-cart in the Imagination Room closet.

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_____ **Move any IHN items from the Ellen Hall Dining Room to the Storage Room on the lower level (toys, etc.) THIS DOES NOT HAVE TO BE DONE ON THE HOLIDAY WEEKENDS.**

_____ **Remove and dispose of all OPENED food and drink from the IHN Refrigerator. Wipe out the refrigerator. (DO NOT DO THIS IF ANOTHER IHN WEEK IMMEDIATELY FOLLOWS THE WEEK THAT IS FINISHING.)**

_____ **Return kitchen IHN supplies and signs to Storage Room (DO NOT DO THIS IF ANOTHER IHN WEEK IMMEDIATELY FOLLOWS THE WEEK THAT IS FINISHING.)**

WHEN YOU FINISH:

_____ **If you encounter any problems, such as broken church items, please write your comments into the IHN LOG (in Storage Room). If any additional volunteers helped you, please list them in the log, too.**

THANK YOU !!!

Rob Contin, Member of First Unitarian Church, can give you advice on how to manage the clean up in an efficient way. His TEAM PROCEDURE is posted in the IHN Storage Room.