

## OUTREACH CENTER CLEANUP PROCEDURES

The following information is intended to explain the proper way to clean the ORC, and the way to store tables and chairs:

1. The ORC (gym) floor should be swept and wet moped (DO NOT USE THE MOP FROM THE KITCHEN) as part of cleanup. Please make sure that chairs are returned to the carts and stored under the stage. When placing the chair carts in the storage areas remember that you push the cart in by pushing the end of the cart with the steering wheels.
2. One of the carts has a removable bar that is used to hold the chairs up when the cart is partially full, please place chairs on one side of this bar only. The bar can be moved to accommodate additional chairs.
3. Please insure that any wooden highchairs that are used are placed returned to the Left side of the table storage closet, and under the loft, and stacked. All child trays should also be placed with the highchairs. (All highchairs should be under the loft on the left side of the closet)
4. All long tables should be returned to the old Fellowship hall. Round tables should be placed (at least 8 per cart) on the carts and placed on the right side of the table storage closet. The carts should be positioned in the closet with the table surface (or bottom) facing the back wall.
5. All trash cans, and lids, should be washed out and stored in the table storage closet (except the 2 that go in the kitchen).
6. The extension ladder should be hung on the hooks provided under the loft in the table storage closet. The step ladder should be placed under the loft leaning against the side wall.
7. The carpeted entrance hall should be vacuumed. All doors should be checked to make sure that they are closed and locked. There are 8 exterior doors to the ORC, and 5 exterior doors to the sanctuary building that must be checked. Make sure that all lights in both buildings are turned off, and that all restrooms in both buildings are cleaned and that the lights are off.
8. The key to the janitors closet is on the key-ring on top of the first electrical panel on the left of the electrical room on the left of the stage in the ORC. Please return this key-ring before leaving the building.
9. There are instruction sheets on the inside of the door to the table storage closet and each of the chair storage closets under the stage. These instruction sheets contain most of what I have provided in this email.
10. If the microphones are used please make sure that all of the equipment is returned to the church office, that the office lights are turned off, and the alarm system is activated.