

Guidelines for Set-Up and Cleaning

The most important point for set-up and cleaning is to remember to leave the facility in at least as good a condition as you found it. The audio and visual teams are the only ones that should setup or teardown their equipment.

- Return all equipment, chairs, tables, etc. to their original location**
- Vacuum the areas used**
- Carpet spills - Blot up spill, spray with carpet cleaner located in kitchen above sink and leave a note for the Facility Attendant (with location of spill) in the secretary's door slot**
- Check that the restrooms are in good condition and have plenty of supplies**
- Wipe down tables and surfaces that were used**
- If the nursery is used, toys should be disinfected and put up**
- Do not leave any food in the refrigerators or on the counters**
- Wash, dry, and put up any dishes that were used**
- Place any used towels and dishcloths in the basket designated for this**
- Take all trash to the dumpsters**

Item locations:

- Vacuum - Furnace room and storage room (front door key opens the storage room)
- Broom/dust pan - Furnace room
- Surface cleaner spray - Kitchen above the sink.
- Rags - Kitchen above the sink.
- Dish towels and dish clothes are in the marked drawer.
- Mop/bucket - Furnace room (regular mop and bucket) and mop closet (commercial mop and bucket and water supply) in southeast hallway by the bathrooms.
- Floor cleaner - Kitchen above sink.

If any maintenance type issues are discovered, ie blown fuses, broken items, etc, please contact the Facility Maintenance group by calling Micah Thurston at (317) 604-1874. Please do not attempt to make any repairs yourself.

Note: If there are any *significant* issues discovered with any of the above after an event, a request may be made by the elders for a reimbursement of the facility attendant's time to correct the issues.