

DUTIES TEARDOWN

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Generic

Arrive at BUC at 7:30 AM and help restore the church for Sunday services.

Break down sleeping areas.

Gather dirty laundry for wash team.

Sanitize/wipe down mattresses.

Place all SOS items outside the social hall kitchen (unless raining).

Specific

Take linens off the beds and put them in an area assigned for laundry.

Take all sheets off of the barriers. Fold them and put them in the BUC bin. Put the pins in the pin container to store. Put the pin container in sheet bin. Put the bin in the rummage closet on a high shelf.

Put the mattresses in a stack outside the social hall if the weather is okay or inside in the social hall near the door.

Take the SOS linen bins outside or leave inside next to the mattresses depending on the weather.

Collect clothes hangers in a box and put them in the rummage closet.

Collapse the rummage racks and put them in the rummage closet on the rack hangers.

Take all the SOS signs down, collecting them on a table in the foyer.

Sweep and vacuum as needed. Sweep and pickup in the courtyard as needed.

Reorganize church areas in the basement, small conference room, large conference room, foyer, pavilion, and social hall to be as normally used by BUC. The piano should go back into the pavilion – plugged in.

Check the showers, removing SOS supplies as needed. Tidy up as needed.

Authors: Margaret Marsh and Grace Rising

Pgp/Duties Teardown.doc 1/30/12