

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 cleaning supplies are in the IHN Storage Room.

NOTE: Because we do back-to-back weeks of hosting and because the older children do not have RE on Easter and Memorial Day, our between-the-weeks cleaning is easier. Folded cots can usually be kept in one of the classrooms rather than in the Undercroft on those weekends.

BEFORE SUNDAY:

_____ Line up some extra helpers, if you feel they are needed.

ARRIVAL SUNDAY MORNING:

_____ Since everything will need to be completed no later than 8:30 AM in order for the Religious Education classroom preparation, you should probably get started at 7:00.

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 Closet. Only those that are visibly soiled should be put in the laundry bags.

_____ All dirty linens and towels should be in large grocery bags and left in the IHN Closet for pick-up by LAUNDRY VOLUNTEERS.

_____ Empty all wastebaskets from lower level bathrooms, bedrooms, Imagination Room.

_____ Vacuum and/or sweep classrooms, Imagination Room,.

_____ Replace furnishings in rooms where the furnishings had been moved to the walls.

_____ Use disinfectant spray and rags from IHN Closet Wipe off all surfaces, toys, tables, doorknobs, etc in classrooms, Imagination Room.

_____ Sweep lower floor hallway, as needed. Mop Tile floor.

_____ Move the television on its cart from the OVERNIGHT HOST room to the closet in the Imagination Room.

_____ Move IHN items from the Imagination Room to the IHN CLOSET. THIS DOES NOT NEED TO BE DONE ON THE HOLIDAY WEEKENDS. (Turn Computer on Cart toward wall.)

_____ Move any IHN items from the Ellen Hall Dining Room to the IHN Closet (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 IHN CLOSET (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 IHN CLOSET) If any additional volunteers helped you, please list them in the log, too.**

_____ **If cleaning supplies are low, please let the WEEK COORDINATOR know.**

THANK YOU !!! Now, go out for BREAKFAST!!!!