

C.R.U.D. Week Plan  
Fall 2017  
*Clean – Reorganize – Update – Dedicate*

**Day One: Monday August 7**

Shift A: 9:30 am – 12:00 pm

Lunch Break

Shift B: 1:00 pm – 3:00 pm

Shift C: 5:30 pm – 8:00 pm

**Day Two: Tuesday August 8**

Shift A: 9:30 am – 12:00 pm

Lunch Break

Shift B: 1:00 pm – 3:00 pm

**Day Three: Wednesday August 9**

Shift A: 9:30 am – 12:00 pm

Lunch Break

Shift B: 1:00 pm – 3:00 pm

**Day Four: Thursday August 10**

Shift A: 9:30 am – 12:00 pm

Lunch Break

Shift B: 1:00 pm – 3:00 pm

**Dedication Prayer Walk and Celebration**

Thursday 3:00 pm – 3:30 pm

**Project Areas**

CF Resource Room

Room 206

Youth Supply Closets

Youth Room Bar

Rooms 210, 202, 201, & Family Library

Vestry Cabinet and both Sanctuary Vestibules

Library & Library Supply Area

Fellowship Hall Closet

UParlor

Main Office

Clean and organize the Swing Office

This includes packing up empty toner bottles for recycling, sorting / shredding old papers, organizing shelves with electronic equipment. (I'll be working in there next week, and should have projects pretty well organized) Spot clean the carpet in the hallway and office

Clean, organize, and label the main level pantry -- we should get Cathy Morgan's input, and recruit her to manage this if possible

Organize the medical kits -- I'll order additional supplies to restock

Clean and restock the coffee pots and cart

Defrost the office refrigerator