

## The Ivy Leaguers Shift 1 Checklist

*Thank you for your generous service to our beloved parish home! We hope that you'll enjoy this new way of donating your time. Each Hall Watching team saves the church up to \$500! Bring a couple friends, your favorite beverage, cocktail, perhaps a board game or a deck of cards, and have fun!*

*Please sign up here: <https://signup.com/go/tUXDkSV> (or QR CODE)*

### PLEASE ARRIVE ON TIME FOR SHIFT

- Someone from our Facilities Team will meet you at the back of the church to let you in

### *Of note, regarding renters' trash*

- The renters have been instructed to:
- Bring their own box of heavy duty, black, trash bags for our large bins (which will be set up in the kitchen and kitchenette)
- Assign a garbage steward to watch the trash bins and swap out the bags at 75% full, tie them tight and discard in the dumpster outside
- Not to leave any loose garbage or liquid/leaking garbage anywhere

### EVERY 45 mins-HOUR IVY LEAGUER CHECKLIST:

 Please watch the bins and kindly remind the garbage steward to remove and replace a bag when 75% full.

 Please check each restroom and ensure the following:

-  The sink basins are wiped down
-  There are extra toilet paper rolls on each toilet paper dispenser (extra rolls can be found under the sinks)
-  Little bits of paper towel sometimes break off and land on the floor. Kindly take a clean one and pick up the bits.
-  Push the garbage down inside the can to make room for more garbage.

### **\*\*PLEASE DON'T LEAVE THE CHURCH UNTIL THE SECOND SHIFT HAS ARRIVED (9pm)**

### **\*\*If you need anything please call any of the following:**

Robyn Ziemba: 201-694-9133

Nick Thomsen: 551-497-2698

John Meyer: 201-315-4430

### **\*\*If there is an emergency, please call 911 (and then notify one of the above Facilities Team Members)**