

Clean-up and Take Down Team

- **Shift hours: 6:00 a.m. – 9:00 a.m.**
- **Number of volunteers needed: 6**

Goal:

Since guests have until 8:00 a.m. to vacate the warming center, maintain a welcome and respectful environment while performing take-down and clean-up activities.

Responsibilities Include

- Complete online CSUMC Warming Center training (available on CSUMC Warming Center webpage) prior to arrival at warming center.
- Sign in on Volunteer Sign-in Sheet.
- Check with Night Captain upon arrival for any special instructions or changes to normal clean-up and take-down activities.
- Assist in waking the guests and encourage them to prepare for breakfast and departure.
- As guests depart:
 - Confirm that they have all of their items
 - If they were given a bus pass prior to lights out, verify that they have still have the pass in their possession. If not, get with Night Captain.
 - Ask if they want any snacks to go
- Clean and disinfect tables and chairs in Parish Hall and Welcome Center using available cleaning supplies.
- Following cleaning and disinfection, place tables and chairs in designated storage location.
- Clean cots using cleaning supplies provided. Spray/fog cots with disinfectant. Following cleaning, make sure number on cot is clearly visible.
- After cleaning is complete, place cots in designated storage location (Wedding Suite – Rm CB 116D)
- Collect Warming Center sandwich board signs located outside of the Welcome Center and place them inside Welcome Center (custodians will return to storage location)
- Once all cots have been removed, sweep Parish Hall floor and spot mop as necessary.

- Sweep and spot mop Welcome Center floor. If Pet Area was utilized, also use disinfectant on floors in that area.
- Clean bathrooms, as needed.
- Move electronic charging station to proper storage location.
- Sign out on Volunteer Sign-in Sheet. The last person to sign out should insert any paperwork on Welcome Table into file folder. Place file folder in storage room off Hospitality (vending and coffee bar) area.