Set-Up for the Meetinghouse Before an Event

(Requires arrival 30 minutes before the event starts)

Do in the following order (yet, if there is more than one person, you can assign the numbered chores to different people):

1. Upon entering the meetinghouse, ensure that the temperature on the thermostat is set to a comfortable level using the '-' or '+' button, and then immediately press the HOLD button on the thermostat before the word "*HOLD*" disappears.
2. Walk around the meetinghouse to turn on the lights in each room and hallway. While doing this, take a look around the rooms to ensure everything is in order. Because the meetinghouse isn't used each day and it is located in the woods, there may be a few dead insects on the floors or carpets; use the hand vacuums in each room to dispose of them.
3. If the RE building is expected to be used, use that building's key inside the meetinghouse kitchen closet to open that building's door. The key is hanging on a long spring attached to a hook on the left of that kitchen closet. Also for the RE Building, turn on the AC/Heating unit in the wall near the couch, and set its temperature to a comfortable level.
4. In the meetinghouse kitchen, there are two coffee makers on the countertop to the left of the sink. On the far left, that coffee maker is designated on the counter to be used for decaf coffee, and to the right of it that coffee maker with no designation is used for regular coffee. Follow the instructions on the front of the coffee makers to make the coffee. Coffee grounds are kept in the freezer. Use the green coffee scooper sitting on top of the coffee filters (in a basket on the counter) to fill the coffee makers as follows:
    - For regular coffee fill that coffee maker with water just <u>below</u> the 12 cup line (be sure to not fill it above the number 12), and fill the green scooper 2/3 full with regular coffee grounds.
    - For decaf coffee fill that coffee maker with water just <u>below</u> the 7 cup line, and fill the green scooper 1/2 full with decaf coffee grounds.

    Note: There is another coffee maker in the Committee Meeting room if an extra one is needed.
5. Remove the ice trays full of ice from the door of the freezer in the kitchen and empty them into the metal bowl by the coffee makers (if not there, it is in the cabinet with the serving bowls).
6. Put the 'half and half' and 'almond creamer' from the refrigerator into the metal bowl of ice.
7. Fill the Hot Water Maker and turn it on.
8. Take from the refrigerator any additional beverages to add to the counter top.
9. There may already be some treats sitting on a small table in the kitchen or on the kitchen counter. Add to these or choose to create a treat selection by accessing treats from the freezer and/or the snack cabinet between the sink and stove.
10. If you have time before the event starts, tidy up the front porch and back deck if they need it. Use the blower located in the Hospitality Closet to blow away leaves, twigs, etc.

For pot-luck or other special events:

There are various types of tables in the Hospitality Closet in the foyer. Set these up in the kitchen, back deck, and/or front porch as desired. There are table cloths in the lower kitchen cabinet to the right of the stove. Place on the potluck table appropriate dishes and cutlery that will be needed. These can be found in the kitchen cabinets and drawers. If a freezer is needed for ice cream, it is located in the Hospitality Closet and can be wheeled elsewhere.

Close-up is on the reverse side

Close-Up for the Meetinghouse After an Event

(Requires 30 minutes extra time before leaving)

Do in the following order (yet, if there is more than one person, you can assign the numbered chores to different people):

1. Turn off all Coffee Makers and the Hot Water Maker before you do anything else; however, do not unplug the coffee makers. Pull them out from under the kitchen cabinets and completely open their lids so they can cool. Unplug the Hot Water Maker. Continue immediately through the rest of these steps without cleaning the Coffee Makers yet.
2. Note that there is a plastic bag drawer to the right of the refrigerator; there are also to-go containers above that drawer in the cabinet. Use the plastic bags and/or to-go containers to encourage Friends to take home any left-overs. Also, using these bags and/or containers, put any perishable items in the refrigerator. Place any unused single beverage containers in the refrigerator, along with quart or gallon beverages. For uneaten or untaken bake items such as donuts, cakes, pies, or cookies, put these in the freezer (not the refrigerator) so they don't dehydrate. Unused commercially wrapped candy or cookie treats may be left on the treat table or counter. All of these should be stored in closeable glass mason jars that can be found in the top shelf of the top cabinet that is between the sink and stove. Close these jars tightly to keep treats fresh and free from insects.
3. Fill the dishwasher with any dirty dishes. Lightly rinse those dishes that have leftover food on/in them. Be sure to check other areas of the meetinghouse for any dishware that has been left. On the right side of the cabinet under the sink you will find dishwasher detergent to place in the dishwasher. Be sure to run the hot water a bit to ensure it is hot. Then close and turn on the dishwasher by turning the knob to the desired setting and then pulling the knob outward. You should hear the dishwasher start immediately.
4. Clean the counters and run the robot vacuum that is under the corner chair of the worship room by pushing the large round button on it twice. You do not need to "babysit" the vacuum; you can even leave while it is running.
5. Check to make sure the RE Building is locked (even if you think it wasn't used). If it is locked, glance into the glass of the door to verify that the AC/Heat unit is off, and the lights are off. If it is not locked, go in and check that these are off, and lock the doorknob as you exit. *Note: Be certain you don't accidentally lock the front door of the meetinghouse behind you when you go over to check the RE Building. If you do, there is a spare key to the meetinghouse underneath the left side of the white porch bench seat, nearest to the front door of the meetinghouse.*
6. To clean both coffee makers, use the internal handles to pull out the coffee grounds holder and the percolated coffee holder. For both coffee makers, then empty into the garbage under the sink the used coffee grounds and filter; and empty into the sink the unused percolated coffee. Rinse thoroughly all holders and then place them back in the coffee makers. Leave the lids of the coffee makers open so that the inside of them can air dry to prevent mold from developing.
7. Remove the trash bag from the garbage can under the sink, and tie the bag up tightly. Retrieve a new trash bag from the kitchen closet; put it into the garbage can. Take the trash with you upon leaving (there is no pickup).
8. If temporary tables or the freezer on wheels were used, return them to the Hospitality Closet.
9. Go to every room, hallway, and bathroom in the meetinghouse to ensure all lights are off and everything is being left in order. While doing that, check to ensure all windows are closed and locked; any logs in the fireplace have been pushed to the back of the fireplace, the fire screen is closed, and the fireplace glass doors are also closed. Take special care to ensure the glass sliding door off of the worship room is locked (it is the one thing people often accidentally leave unlocked).
10. On your way out, press once either the '-' or '+' button on the thermostat and then immediately press the 'CANCEL' button on the thermostat before the word "*CANCEL*" disappears. The thermostat should return to the programmed setting in order to save electricity while no one is there.
11. Then head to the front door, taking the trash with you. Lock the front door from the inside by turning the little button on the doorknob. The deadbolt is a dummy lock – it is not operative. *Note: If you need to get back into the meetinghouse but don't have a key, there is a spare key to the meetinghouse underneath the left side of the white porch bench seat, nearest to the front door of the meetinghouse.*

Set-up is on the reverse side