



Program Center Opening & Closing Procedures

OPENING

Entering

- A Key lockbox is located behind the right post near the front door. The combinations to access the box is 7910. Use this key to open unlock the door and then place it back into the box immediately. There is a key to the building on a key with wooden key fob hanging on the peg board for you while you are there. This key should never leave the building. This process is in place so that if you do lock yourself out of the building the lockbox key is still accessible.

Locations

- Emergency lift keys are located in a marked box in the furnace room to the left of the handicap lift.
- Please do not adjust the refrigerator.
- Brooms and vacuum cleaners are in the janitor closet to the right of the drinking fountains. There are other supplies as well including toilet paper and trash bags in this closet.

Arrival Notations

- Upon entering the building, if there is something wrong, please take pictures and text to 847-417-9426. This would be something left dirty or broken.
- Pay attention as to how the building is set up. There are pictures on the bulletin board that show how the tables and chairs should be.
- Please do not adjust the refrigerator.



CLOSING

Clean Bathrooms

- Remove all personal items
- Clean toilet bowls and seats
- Wipe down the counter top and sinks
- Sweep and mop floor

Clean Kitchen

- Remove all items from the refrigerator which were brought by your group
- Wipe down the inside of the refrigerator
- Wipe down the exterior of the refrigerator
- Wipe down the inside of the warmer
- Wipe down the exterior of the warmer
- Remove all items from the kitchen area which were brought by your group
- Clean countertops, sinks, sweep and mop the floor

Clean lower level (If used)

- Remove all items from the lower level which were brought by your group
- Take a trash bag, broom & dustpan with you to sweep the floors.
- Check the door to assure it is locked and closed securely

Clean Main Level

- Remove all items from the main level which were brought by your group
- Vacuum whole carpet area (Dirt container should be clean from pervious user)
- Empty the dirt container on the vacuum and place the vacuum back in the janitor closet
- Wipe down all Tables
- Return room configuration to its layout of 4 round tables (6 chairs around each) left out and all others put away

Exiting / Closing Building

- Do one last look around for any items brought by your group and remove them
- Gather all trash bags and take them offsite with you for disposal
- Using the key with wooden key fob, on the peg board, lock the front door with the door held open
- Hang the key, with wooden key fob, back on the peg board
- Exit the building assuring the door is closed completely

