

ASiF OPEN STUDIO GROUP & TEACHER RESPONSIBILITIES CHECKLIST:

REVISED 3/7/17

SECURE THE BUILDING UPON ARRIVAL...

When you arrive, please do a building walk through to check that all doors are closed & locked and check in/communicate with any residents in the building to let them know you're here.

CHECK STATUS OF HEAT OR A/C WHEN YOU ARRIVE...

Even if you do not plan to turn on the air, please check to make sure thermostat's are turned off. If one of them has been left on, please contact Amanda immediately at 530/210-3162.

HEAT & A/C USERS PLEASE SIGN IN ON UTILITIES LOG...

If you turn on the heat or a/c, write down your name, the time turned on and the time turned off on the utilities log located on a clip board beside the thermostat. Please keep a tally as you go, so it's easy to tally up the hours used at the end of the month. Recording, tallying, collecting and paying for utilities is the teacher or group leader's responsibility. Make note of paid dates on rent form.

CLEAN UP AT SESSION'S END:

Each group and or class participant is required to do the following clean up at the end of each session/day. Group & class participants, please carry a personal clean up rag for your work station.

1. Each participant, please spot clean the floor beneath your work station.
2. Each participant, please wipe down work surfaces, easels, stools, etc.
3. Each participant, please return easels, stools, tables, chairs, etc. to proper storage areas.
4. Each participant, please take a turn/rotate doing one of the following 3 jobs:
 - Sweep entire floor (brooms, dust pans and mops are in the hallway near kitchen)
 - Damp mop entire floor “ “ “
 - Take out trash (trash bins are outside ceramics classroom door) & replace liner (under kitchen sink).

SECURE THE BUILDING UPON DEPARTURE:

All residents, teachers and group leaders are required to secure the building before leaving, using this checklist:

1. Walk through the building to **MAKE SURE ALL THERMOSTATS ARE TURNED OFF.**
If another resident has heat or a/c on, you are to communicate with whomever is using it, that they are in charge of turning it off.
2. **CHECK ALL 4 EXTERIOR DOORS AND WINDOWS** to make sure they are locked.
If another resident is present and needs the door open for a class/students, etc., please communicate with them that they are in charge of locking up.
3. If there is a resident in the building when you leave, **COMMUNICATE YOUR DEPARTURE**, letting them know that you have turned off heat or a/c, have gone through the building security checklist and that you are leaving them in charge.

**PLEASE CALL AMANDA WITH ANY ISSUES, QUESTIONS OR CONCERNS AT :
530/210-3162**