

Please read full instructions in the Green Monitoring Book (this is a quick reference)

OPENING - KEY IS IN THE MAINTENANCE OFFICE: Sign out the key with the **YELLOW** tab marked “SCW Beaders” located on the wall in the Maintenance Office which is located on the west hallway of the Beardsley Recreation Center. There is a sign out sheet located on the table. Fill in the date, and your name under “**Signed Out By**”. **THIS KEY OPENS CABINET #27**

Turn on the lights. Take the key and open cabinet **27**– Remove the **gray** cash box from the drawer marked “GRAY BOX”. Place the **gray** cash box on the monitor's table. Take the cabinet keys from the Gray Box and open the rest of the cabinets.

Monitor’s Badge is in the Gray Box. Take out and put on.

In Cabinet #31 is a shelf marked “**Monitor’s Shelf**”. Take everything from this shelf and place on the monitor’s table.

SIGN IN BOOK Red Binder: Place new Pages 1 and 2 Member Sign In sheets in the front of the binder (found under tab marked Member Sign In Sheets). Fill in the date and Monitor prints his/her name in area at top.

Class Sign Up Book & Display: In Cabinet #31-Place them on the counter to the right of the refrigerator.

Turn ON the Power Strip (shelf below computer), Printer and the Computer.

Plug IN the coffee pot and turn on. In Cabinet #28 is a **BLUE** storage container. Place on the counter next to the coffee pot and put out the coffee and tea supplies.

Make Reminder Call - Monday night monitor calls Wednesday’s monitors and Wed. monitor calls Monday’s monitor.

CLOSING - Monitor must close if there are less than 3 members (including the monitor) in the room (Rec Center rule).

Unplug the coffee pot from the wall.

Place all coffee supplies in the **BLUE** storage container & return the container to cabinet #27 (bottom on top of black small oven)

Return all items from the monitoring table to the **MONITOR'S SHELF** in Cabinet #31

Return the Class Sign-up Book and Display Case to the shelf under the library (Cabinet #30). It is marked with BLUE tape indicating where it goes.

Turn off computer. The Off button for computer is on the top left corner.

Turn off the Printer. Turn off the power strip on the shelf below computer.

Take cabinet keys (blue key ring) & lock all the cabinets **except** cabinet #27.

Monitor's Badge: Remove and place in gray cash box.

Place **blue key ring keys** in gray box. Place gray box in the drawer marked "Gray Box" in Cabinet #27.

Lock cabinet #27 with key on yellow tag key ring.

Shut off ALL fans, and leave ONE light set on. Fan switch is on the opposite wall from the monitor's table.

Return the key with the **YELLOW** tag to the Beardsley Recreation Center Maintenance Office located in the West hallway of the building, parking lot side. Hang key in the available space and sign your name in the book located below the hanging key. You will sign as the person **returning** the key ("**signed-in by**").