

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

MONITOR OPENING/SET UP DUTIES

KEY: At Beardsley Maintenance Office (**GREEN** tab marked "SCW Beaders"). Sign out sheet on the table - fill in the date and your name under "Signed Out By".

Turn on lights.

Green key opens cabinets #27 & 28

- **CABINET #27** – Remove the gray cash box from the drawer marked "GRAY BOX", place on monitor's table. Keys for all other cabinets are in the cash box (either blue ring or macramé ring). (**Use them to open cabinets 30 & 31.**)
- **PRINTER:** Turn on the power strip, the printer, and computer in cabinet #27.
- Get **grey cash box** from drawer and put on monitor's table.
- From cash box you will get MONITOR BADGE to put on

CABINET #31 – From the shelf labeled with blue tape "MONITOR'S SHELF" **all of the following should go on the monitor's table:**

- **GREEN** Monitor Book
- White Member Sign-in Book (new pages 1 & 2 go in front)
- Flower pot containing pens (goes to right of book)
- Club Bookmarks: (1) for Club Hours and (2) Craft Fair & Bling dates.
- Magnetic Badge Board with new name tags (goes left of sign in)
- Any event folders or sign-up sheets, if any (should be found in front of sign in book).
- **MEMBERSHIP FILE** box, found in "Membership" drawer (it contains members' emergency information).
- Put out class sign up books, instructions and displays (found on left side of cabinets #30 & #31).

The Monday night monitor makes a reminder call to the Wednesday's monitors and **Wednesday afternoon monitor** makes reminder call to Monday night monitor. If phone number not on calendar they can be found in back of **green** Monitor's binder, under "Members Roster". Initial next to their names so we know they have been called.

Everyone must wear their name tag with current color bead. No name tag, there is a 25 cent charge (goes in cash box). Provide them with a temporary (paper) tag located in cashbox.

MONITOR CLOSING DUTIES

Must close if less than 2 members (including the monitor) in the room (Rec Center rule).

Retrieve any guest badges and temporary member badges to the grey box. Check room for any items left by members, check floor for stray beads. Items found go in "Lost and Found" drawer in cabinet #31.

RETURN TO CABINET #31 - "Monitor's Shelf":

- GREEN Monitor Book
- Any event folders or sign-up sheets, if any (should go on top of sign-in sheets in white sign in book)
- White Member Sign-in Book
- Flower pot containing pens
- Club Bookmarks
- Magnetic Badge Board with new name tags
- **MEMBERSHIP FILE** box, goes in "Membership drawer" (into drawer marked "Membership")

RETURN TO CABINET #30, left side: (natural colored) wooden **class project display cases and to**

CABINET #31, left side: sign-up books, and instructions to the narrow shelf under the library. It is marked with BLUE tape indicating where it goes.

LOCK CABINETS #30 & #31. Check all back cabinets to be sure they are locked!

Place into the "Gray Cash Box" your Monitor's tag and keys for opening cabinets.

CABINET #27:

- Return gray cash box into the drawer marked "Gray Box"
- Turn off computer (turnoff button is on the top left corner of the keyboard.)
- Turn off the printer.
- Turn off the surge protector.

Shut off ALL fans, and leave ONE light set on. Fan switch is on wall to left of automatic door. Light switches on same wall as monitor's table but next to the other door.

Return and sign in the **GREEN** tagged key to Beardsley Maintenance Office. 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").