

CVUU Building Guide

How to Care for our Building and Where To Find Things

Building Usage

Any space on the property needs to be scheduled and reserved for use. Go to the website and then to the grid view of the calendar. You will see a link to an online form to schedule a meeting or event. If you have any problems contact Susie in the office. Kitchen use must be cleared with the kitchen committee and a kitchen manager must be in the building.

Care for the Building

We were able to move to this building through the generous gifts and sacrifices of our members. We do not have a full time housekeeper or any paid maintenance help. Other than 15 hours of paid housekeeping per week the building is maintained by volunteers. No one is here to clean up after you and your group. We all must accept responsibility and commit to keep the building clean and in good repair. Please be part of the life of this community by pitching in.

Building Access

Electronic key fobs can be obtained from the office. These devices work on the Administration Wing door, the automatic door on the main entrance ramp and the door in the social hall.

Donations

If you have any type of item that you wish to donate, please contact the Building Council. While we appreciate the thought we may not be able to use all items. We will contact the appropriate Team or Committee and they will review the donation for our ability to properly utilize it. Please do not, under any circumstances, bring items (especially books) and just leave them in the church.

Fire Alarm Pull Stations

These are very sensitive please avoid touching

Fire Suppression Sprinklers

Never fasten anything to the Sprinklers. This could lead to setting them off, resulting in major water damage, the alarm going off, and fire engines arriving at our facility.

Going Green

Upon moving into this building we made a commitment to “Go Green”. We have a good supply of dishes and silverware, we should rarely purchase paper or plastic, when we do, we need to try to purchase compostable products.

Janitors Closets

Are located on all 3 floors.

First Floor - closet across from the elevator

Second Floor - closet in room 201

Third Floor - North end of the Coat Closet on the North Wall

Each closet is supplied with a broom, dustpan, mop or sweeper consistent with the space. Closets are kept unlocked so everyone can help keep the building clean by cleaning up after your events. A copy of the Building Guide is also kept in each closet for easy access.

Recycling

Recycling containers are located throughout the building. Deposit your paper, bottles, glass and aluminum cans and cardboard in the blue recycling cans.. No food, styrofoam, plastic bags, used paper plates or cups can be recycled. The same is true of the big recycling dumpster by the Utility Building. The Recycling cans should have a plastic liner for sanitary purposes. If the bag is dirty please take the contents to the recycling dumpster and the liner to the trash dumpster. Please place a new liner in the can.

Room Furnishings

Thought has been given to the furnishings in each of the rooms. Generally speaking, furniture should not be moved from room to room. If you need additional tables or chairs for an event, please be sure to return them where you found them. If you find furnishings are inadequate for a rooms use, please notify the Housekeeping Team

Sanitation System

Never flush “flushable” wipes (they are not), baby wipes, feminine hygiene products or paper towels. Despite advertisements to the contrary they are all well known to cause problems for the “grinder pump” which is a very expensive part of our sewer system.

Securing the Building

When leaving the building, be sure all the doors are locked and lights are off. Test the door behind you as they sometimes do not secure. The light in front of the elevator stays on all the time for security. The light inside the vestibule at the top of the main ramp as well as the second floor hall light and the light in the children’s library are all on motion sensors. All other lights should be turned off.

Trash

Trash cans are located in every room and throughout the building. If you have an event that generates trash that might cause odor or bugs, please put it in the dumpster beside the Utility Building before leaving. Be sure a new liner is placed in the can.

Where to Find Things

Air Filters Room 307

Archived Material Closets in Room 200 and 201

Automatic Doors A stick to adjust the doors to "Stay Open" is in the closet behind the sound booth on the North side of the Sanctuary. If you open it, be sure it is returned to the locked position when you leave the building. These doors should not be forced open. To keep a door with a crash bar open there is an allen wrench located by each door. An extra allen wrench is located in the Key Box in Room 108. If you need help learning how to operate the doors, see a member of the Building Council.

Banners Third floor storage room - 304

Brooms, Sweepers, Mops Janitor's closets on all three floors

Candles Left side of the stage behind the wall for large candles for stage and chalice
Decorative votives like for dinners - third floor cabinet in the big room

Carpet Squares Room 307

Carts (For transporting equipment and supplies) Closet in the Social Hall and Room 307. Carts in the kitchen are for kitchen use only.

Chairs **Black Stacking** - Social Hall with one staker kept in the balcony and one on the closet on the South side of the back of the Sanctuary
Extra Sanctuary - Balcony
Miscellaneous extra - 3rd floor along the wall outside of the RE classrooms

Changing Table Family bathroom, Children's wing

Christmas Decorations Closet, 3rd floor restroom (south side)

Cleaning supplies First Floor Janitors closet for major supplies, second and third floor coffee stations and the sink area in the children's library

Coffee Kitchen, anyone using the kitchen must take training. Contact the Kitchen Team. There are coffee pots on the 2nd and 3rd floor, please provide your own coffee for these areas and clean the pots.

Coffee Stations 2nd and 3rd floor stations are supplied with mugs, silverware, drying mat, dish soap, coffee pot and bussing container. If you use these areas, please wash your dishes. They can be left to dry on the drying mats and the sexton will put them away.

Committee Storage Room 304 Please contact the Housekeeping Team if you have items to store as our space is very limited. Things stored need to be in bins or boxes and clearly marked.

Decorative Items Such as Fall or Valentine's decorations - Room 304

Defibrillator Coat Closet in lobby

Dumpsters Trash and Recycling dumpsters are located behind the Utility Building.

Easels Closet Room 201

Extension cords Shop located in the Utility Building

First Aid Coat Closet, Kitchen and RE Classrooms

Folding Tables

Social Hall 10 round tables and cart
4 6' Rectangular Tables
5 High top round Tables

3rd Floor All other rectangular tables of regular width

Sanctuary Closet High top round tables

Balcony Narrow conference room tables

Food Bank donations Chest at the South entrance to the Sanctuary

Gas Grill Inside the Utility Building (shed)

Hazardous Materials Locked cabinet in the Utility Building

Keys Key Box, Room 108 (keys to kitchen, Utility Building...)

Ladders Small lightweight ladders are in the storage closet in the social hall and the 2nd and 3rd floor janitor closets. Larger more substantial ladders are in the utility building.

Library Books These are available for borrowing on the honor system. No time limit, but remember if you found something interesting, others may too. Books are kept in 4 places throughout the building. Loosely organized they are:

Rm 202 Philosophy, Theology, Miscellaneous

Rm 205 Poetry

2nd floor hall outside of Rm 207 Social Justice

Hall outside Room 121 Children's Books

Lost and Found Coat Room

Mail Boxes Room 108

Office Supplies / Copy Machine Room 108

Outdoor Spaces **Atrium** - Closed area between RE wing and Social Hall
Children's Play Area - South end of the property
CourtYard - Area to right of the main ramped entrance
Gathering Space - open wooded area on the North end of the property
Memorial Garden front of the property between the entrance driveway & parking lot

Outdoor Games and Play Equipment Pump House

Paint Utility Building shop

Paper Towels Under sinks in the Children's Library and coffee stations. The keys to unlock the tri fold dispensers in the single use restrooms are in the Janitor's closet on the 1st floor and the Housekeeping cabinet in the coffee stations. Please return the keys if you borrow them.

Picnic supplies Limited supplies are in the Credenza in the foyer. In keeping with our intention to Go Green, these are intentionally limited.

RE Supplies Room 116 ~ Closet in the Children's Library ~ Room 304 ~Pump House

Safe Room 108 and there is a secure drop box in the door of the closet behind the sound booth on the North end of the Sanctuary

Sponges	First floor janitor's closet, Coffee Stations
Table cloths	Mechanical closet outside of Room 119. Black and White Cloths for the long table should be hung, Blue knit cloths in the storage cubes, Bins are provided for the Blue and white checkered , Black and white round , assorted cloths and plastic cloths. The Red knit cloths are stored in Room 304.
Tissues	Closet in the Children's Library
Toilet Paper	Large 9" rolls - Closet third floor restroom (South side) Smaller rolls - closet in children's library
Tools	Small tool box is in the 1st floor Janitors closet bottom shelf, major tools Are kept in the Utility Building
Trash Bags	Additional bags should always be kept in the bottom of each can. A few extra bags are kept in the coffee stations, and the sink in the children's library. Major supplies are in the 3rd floor south side restroom closet
Trash Cans	Each room should have a trash can, and recycling cans are located throughout the building. Two large covered cans for outdoor use are kept on the Utility Building porch and additional outdoor can for grounds maintenance are in the utility Building
Vases	Third floor, cabinets in the large room
Water Fountain	1st floor - Administrative Wing
Water Coolers	Orange thermos for large outdoor events - room 304
Wheelchair	Closet at the back of the Sanctuary (North Side)

Need something or have a suggestion? Leave a message for the Housekeeping Team in their mailbox in room 108 or email judywelp47@gmail.com.

