

# SETTING UP OMAGOD

## EVERYTHING YOU NEED TO KNOW

1. ENTER YOUR CODE AND GET THE KEY - OPEN THE GATE.
2. PLUG IN THE OUTDOOR LIGHTS.
3. OPEN ALL THREE FRENCH DOORS.
4. **RETURN THE KEY TO THE KEY BOX.**
5. TURN ON THE LIGHTS AND THE FANS.
6. SET THE A/C TO 76°.
7. TAKE THE SIGNS TO THE FRONT AND PLACE THEM LIKE THIS:



8. BRING THE COFFEE BOX TO THE KITCHEN. WE USE THEIR FILTERS BUT OUR COFFEE. USE 1 1/2 CUPS OF COFFEE.
9. REMOVE EVERYTHING FROM THE COFFEE TROLLEY. REPLACE IT WITH OUR STUFF (CREAMER, SWEETENERS, ETC.).
10. SET UP THE TABLES AND CHAIRS:

It's important to make sure everything is exactly as we find it when we leave. Set the room up as you see fit.

The chairs should be as close together as possible to make it feel like a family room rather than a meeting space. You don't have to use the tables. Use your best judgment.





# Breaking it Down

## ALL YOU NEED TO KNOW

1. RINSE THE COFFEE POTS AND THROW THE USED GROUNDS IN THE TRASH. TURN OFF THE COFFEE MAKER.
2. TAKE ALL OF OUR COFFEE SUPPLIES OFF THE TROLLEY. *REPLACE THEIR SUPPLIES.*
3. RESET THE ROOM **EXACTLY AS YOU FOUND IT.**
4. THERE ARE THREE CONTAINERS:
  - Put away the coffee supplies in the coffee container. Make sure the lid is on tight.
  - Put the literature and table signs in the literature / supplies box.
  - Make sure the chairperson has put away the chairperson supplies. Scold the chairperson if they didn't.
5. RETRIEVE THE OUTSIDE SIGNS AND MAKE SURE THEY'RE CLEAN BEFORE YOU PUT THEM AWAY.
6. TURN THE A/C BACK TO THE TEMPERATURE ON THE SIGN.
7. TURN THE FANS AND LIGHTS OFF.
8. LOCK ALL THE DOORS. MAKE SURE THE OUTSIDE LIGHTS ARE UNPLUGGED.
9. GET THE KEY FROM THE BOX. LOCK THE GATE.