

IMPORTANT: Revised 9/20/19

iCARE TEAM CHECK LIST

ALL iCARE TEAM MEMBERS UPON ARRIVAL:

Deactivate Alarm within 30 seconds of entering building.

Sign-In: Enter date, full name, time, phone number, and reason for visit (ex. Icare team volunteer) * Ask ALL Visitors to sign in. Place a C on line if visitor is a child. *

Turn on Front Area Lights, turn off Porch Light, and open All Window Blinds. Set thermostat to 68. Turn on Music.

Retrieve Name Tags from storage room. All Volunteers need to wear a name tag.

Turn OPEN sign on front porch.

Begin each shift in prayer with your team asking for God's blessings upon the NCC and our neighbors. Take 5 prayer requests from prayer board and pray for them. Those dated over 30 days can be discarded.

Check bathrooms and Kitchen to ensure they are tidy and fully supplied.

Check Message Board in the kitchen, icare Folder and Front Message Board in reception area: Look for changes, new messages, upcoming programs, etc.

Check phone for messages.

Take icare lab top computer out from IT cabinet, sign in and use as needed.

Check supplies of forms, permission slips, programs. Refill as needed.

Leave note for Manny Rosado if any supplies are running low. (Folder in Kitchen)

Forms can be copied at the center.

Please note some steps will not be necessary if the center is already opened when you arrive.

If you have any questions regarding any of the above contact:

Team Lead Looking for one.

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MORNING AND AFTERNOON TEAMS BEFORE DEPARTURE:

Turn off all inside lights and close window blinds.

Check kitchen and bath to ensure tidy and fully supplied. Empty waste cans if needed.

Check back doors to ensure they are locked. (Bike shop entry and handicap door.)

Return Name Tag to holder and Sign-out.

Return computer lap top to IT cabinet and lockup cabinet and storage room.

Activate the Alarm, leave the building within 30 seconds. Then lock the front door. Turn the OPEN sign on porch.

Please note some steps will not be necessary if the center is not closing when you are leaving.

EVENING TEAM BEFORE DEPARTURE:

Turn off inside lights and close window blinds. Turn ON Center Front Porch light.

Check kitchen and bath to ensure tidy and fully supplied. Empty waste cans if needed.

Check back doors to ensure they are locked. (Bike shop entry and handicap door.)

Return Name Tag to holder and sign-out. Turn thermostat down to 65 degrees.

Return computer lap top to IT cabinet and lockup cabinet and storage room.

Activate the Alarm, leave the building within 30 seconds. Lock the front door.

Turn the OPEN sign on porch.

Please leave together or in pairs and ensure all volunteers depart safely.

****WEDNESDAY EVENING TEAM TO BRING TRASH CAN TO THE CURB IF FULL****