

Increasing Love for God and Neighbor. . .

March 2008

We've prepared this letter to answer questions and ensure we're all using the same ground rules when we utilize Dove's facilities. Our goal is to ensure the facilities are in the best shape possible to enable worthy groups and individuals to become Christ's hands in this world. If you are aware of an emergency type maintenance issue that cannot wait until the next day (i.e., flooding, etc.) please contact Bill McEachern at 623-492-9494.

- (a) **JANITORIAL:** Dove of the Desert does not have full-time janitorial services – this is especially an issue when it comes to garbage. Volunteers perform tasks to maintain the facilities, to include garbage disposal, on Tuesday mornings. This means that we need each group to clean up after themselves. **MOST IMPORTANTLY: If you bring any food for your group, you need to remove all food when you leave. (This includes pizza boxes, plates and wrappers with food remnants).** We want to avoid a problem we've had in the past: *ants and rodents*. Trash bags removed from the classroom can be discarded in the dumpsters (SE parking lot, by the country club). Spare garbage bags can be found in the trash cans (under existing bag) or in the custodial closets (the key to unlock your room will also unlock the custodial closets).
- (b) **NURSERY:** If you use the nursery or any of the toys, please make sure everything is put back and cleaned up when you're done. **A complete listing of nursery rules is posted on the wall – please refer to them.** NOTE: No food or drink allowed in the cry room.
- (c) **DAMAGES:** If you discover a problem with the room or furniture/equipment during your meeting, please try and remedy the situation if able, then notify the trustees via work order sheets in the trustees' folder in narthex drop files (in alcove wall opening). Please tell us what is wrong and any remedies you have attempted. If the room is carpeted, please apply OXY CLEAN stain remover to spills immediately and notify the trustees via work order/note. The trustees will determine if further cleaning is needed. *(Bottles of OXY CLEAN can be found in the custodial closet in the main building, under the sink in one of the bathroom's in building 2 and under the sink in the big room for buildings 3 and 4.)*
- (d) **FURNITURE:** Room usage is scheduled to best match your needs with the available furniture and space. If you need to bring in more chairs or chairs, please return them to their original location and configuration. If you're moving furniture within your room, please return it to the original configuration before you depart. The other groups will appreciate this, especially the teachers on Sunday who are pressed for time!
- (e) **MAINTENANCE:** If you note any needed maintenance in your room, please notify the trustees (see para c). We are currently developing plans to schedule/fund these activities (i.e. painting, wall repair) and appreciate your inputs. Please note the contact information in opening paragraph if you discover any situation requiring EMERGENCY notification.
- (f) **ENERGY:** The volunteers on Tuesday program the church thermostats each week to ensure cooling/heating is only operated when the room is scheduled. This activity saves the church a lot of money, especially in the summer. If your room is too hot or cold, please let us know. Additionally, please turn off the lights and ceiling fans when you leave.
- (g) **SECURITY:** There shall be no cash stored on the premises. If you have an external door to your room, please ensure your door is locked and closed when you leave. If you are using a room in the main building and are the last to leave, please ensure the external door you exit locks behind you.

Thank you again for your efforts. As our space is limited, we hope this letter will enrich your experience at Dove of the Desert, minimizing disruptions and clean-up tasks. Please disseminate this letter to any group leaders with whom you work.

Dove of the Desert Trustees
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