

Guidelines for A Quiet Place To Study

Host Instructions

Primary responsibilities are to monitor students' access to the building and to replenish coffee, hot water, and snacks.

A. All Shifts

1. Arrive 10 – 15 minutes prior to your scheduled shift if possible.
2. The host will be stationed in the lobby pertaining to the floor in use. .
 - a) There will be a Sign-in sheet for students to sign in and out.
3. Pre-designated locations:
 - a) Ground floor (usual for Fall AQPTS):
 - i. The fellowship hall and side classrooms are available for students to use
 - b) First floor (usual for Spring AQPTS):
 - i. Conference and meeting rooms are available for students to use
4. Snacks and beverages will be set up on a central table in the area being used.
5. Student transportation
 - a) If a student needs a ride home, call Yellow Cab at 295-4131 and ask that it be charged to "A Quiet Place to Study".
 - i) Do not personally provide a ride to students but assist as best you can to secure transportation for anyone who requests it.
6. Thermostats - The thermostats located in their respected rooms/areas must be reset manually every 3 hours to override their programming.
7. Phone - If you need a phone, use the one in the ground floor hallway or 1st floor lobby.
8. Lights - At approximately 6:00 p.m. (in the fall) and 8:00 p.m. (in the spring), plug in lights located in Copy Room on 1st floor (lights will be installed).

B. Last Shift – To close up at the end of the evening

1. Make sure all students have left the building.
2. Empty and wash the coffee pot.
 - a) Leave it on the kitchen counter for the next day.
3. Empty hot water and unplug.
4. Cover snacks or put back in bags etc.
5. Put cups, plates and napkins in designated cupboards.
6. Wipe tables using a damp cloth.
 - a) There are cloths and a spray bottle under the kitchen sinks.
7. Lock the downstairs doors using the hex wrench located by the kitchen light switch. To lock the door, insert the hex wrench in the locking mechanism above the green dot and turn to the left until you cannot turn the wrench anymore.
8. Turn off all fellowship hall lights, hallway lights and outside lights.
9. Turn off portable light and string lights – switch is on portable light pole.