

Volunteer Opportunities in Facilities Department

Looking for volunteers that are willing to set aside a time every week to volunteer. Times listed are the max it should take to complete the task.

1. Indoor tasks
 - a. Bathrooms
 - i. Time: Once a week for 4 hours
 - ii. Expectations
 1. Sweep and/or Mop
 2. Clean Toilets, Urinals, Sinks, Mirrors, and Counters
 3. Restock Paper Products
 - b. Vacuuming
 - i. Time: Once a week, 1-4 hours (Depending on how many areas)
 - ii. Expectations
 1. Vacuum Areas Thoroughly
 2. Ensure Vacuum is in Working Order
 3. Area's Consist of the Following
 - a. 300's Hallway 30 Minutes
 - b. Circle Drive Entrance (Includes Vestibule) 30 Minutes
 - c. Venue Hallway 30 Minutes
 - d. Concourse (Includes 3 Vestibule) 60 Minutes
 - e. Celebration Center (Includes Tech Booth) 90 Minutes
 - f. Children's Hallway 30 Minutes
 - g. Children's Classrooms 30 Minutes
 - h. Early Childhood Hallway 30 Minutes
 - i. Early Childhood Classrooms 30 Minutes
 - c. Shampooing Carpets
 - i. Time: Once a Month per Area, 1-4 hours (Depending on how many areas)
 - ii. Expectations
 1. Check Carpet Extractor for Functionality
 2. Focus On Heavily Soiled Spots
 3. Areas
 - a. 300's Hallway 60 Minutes
 - b. Circle Drive Entrance 60 Minutes
 - c. Venue Hallway 60 Minutes
 - d. Concourse 120 Minutes
 - e. Celebration Center (Spot Checking, Includes Chairs) 180 Minutes
 - f. Children's Hallway 60 Minutes
 - g. Early Childhood Hallway 60 Minutes
 - d. Dusting
 - i. Time: Once a week, shouldn't take longer than 30 minutes

- ii. Expectations
 1. Be nice to the spiders
 2. Remove their webs from the corners aggressively
 3. Dust other things, like bookcases, tables, behind tvs, and along walls
 4. Number 1 was a ruse, relocate spiders outside, or turn a blind eye.
 - e. Mopping
 - i. Time: once a week, 30 minutes to 60 minutes
 - ii. Expectations
 1. Use Imop to scrub tile floors
 2. Ensure Imop is Functioning Correctly
 3. Areas
 - a. Kitchen 60 Minutes
 - b. Vestibules 30 Minutes
 - c. Venue (recommend large Scrubber) 60 Minutes
 - d. Coffee Shop and surrounding islands 30 Minutes
2. Outdoor Tasks
- a. Mowing crew
 - i. Time: One day a month 3 to 4 hours
 - ii. Expectations
 1. Be able to operate a zero turn mower
 2. Be 18 years of age or older
 3. Drink lots of fluids
 - b. Gardening
 - i. We have a small garden filled with fruit and veggies
 - ii. Time: once a week, 1 to 3 hours
 - iii. Expectations
 1. Weed Garden Area
 2. Water Plants in Garden
 3. Pick Ripe Fruit
 4. Plant New Plants
 - c. Trimming Trees and Bushes
 - i. Time: once a week, 30 minutes to 3 hours depending on severity
 - ii. Expectations
 1. Have a basic knowledge of botany
 2. Be able to handle sharp tool
 3. Be 18 years of age or older
 - d. Edging Sidewalks and Weed Eating
 - i. Time: once a week, 1 to 2 hour
 - ii. Expectations
 1. Be 18 years of age or older
 2. Has operated a weed eater / edger tool

3. Be physically fit to walk around the entire building and adjacent sidewalks

e. Weeding

- i. Time: once a week, 1 to 2 hours
- ii. Expectations
 1. Spray weeds with poison (Must be 18 years of age or older)
 2. Pull pesky weeds that keep coming back
 3. Have a basic knowledge of botany and be able to discern between weeds and not weeds

f. Leaf Blowing

- i. Time: Once a week, 1 hour
- ii. Expectations
 1. Use Leaf blower to clear sidewalks and roads of debris and leaves
 2. Must be able to carry and operate a backpack leaf blower

3. Miscellaneous Opportunities

Throughout the year we have projects that we work on that are not on a regular basis. If you are skilled in construction, painting, electrical (licensed), plumbing, or other handyman areas we would love to hear from you.