

Nightly Bingo “To-Do” List

Setup:

- ✂ To the right of the hall that goes to the cafeteria is the thermostat for the Alberta Center. Make sure the toggle switch is on “Bingo” not “Gymnasium”. Set the timer so that it shuts off around 9:30.
- ✂ Setup the tables like the layout diagram. Tables are in the back room. Use the white stick from the Bingo cart as a spacer for the distance between the table tops. Use the blue chairs from the back room. 6 chairs to a table.
- ✂ Set up 2-8’ tables & 1-4’ table in the north west corner of the gym (to the left of school logo).
- ✂ Set up 2 sections of stage, underneath the school logo, near the electrical outlet on the floor.
- ✂ Bring in the rolling garbage cans from the cafeteria. Put 1 at each end of the gym.
- ✂ Roll the tall cream-colored cabinet from the back room and put it under the basketball hoop to the left of the logo.
- ✂ In the lobby, the cash register goes on the table against the outside wall. The pretzel machine goes to the right of the register, angled towards the kitchen.
- ✂ Make sure there is a 4’ square table to the right of the main doors. This table is for condiments.
- ✂ Fill both coffee pots with cold water to the 30 cup line. Add about 2 cups of DECAFINATED coffee grounds to top level of the one pot.
- ✂ Proceed to the kitchen worker “To-Do” list and begin the remaining kitchen setup tasks.

Cleanup:

Floor Workers

- ✂ Chairs should be stacked onto the blue carriers. Stack 39 chairs on a carrier. Please note the direction that they should be stacked. It is printed on the carrier.
- ✂ All tables need to be washed. The kitchen workers should have some buckets of wash water ready. Use soft scrub to clean off any dauber marks.
- ✂ Once the tables are dry, stack them on the carriers (face down) and return them to the back room. Please follow the layout map on the door to the back room.
- ✂ Lower the Bingo board by turning on the switch to the right of the logo (behind the drapes) and then pushing the lower button on the yellow corded handle behind the drapes to the left of the logo.
- ✂ UNPLUG THE THIN GREY CABLE from the lower left corner of the Bingo board BEFORE putting the board into its storage location on the cart.
- ✂ CAREFULLY lift the Bingo machine off the stage, put it on the cart with the Bingo board, and cover it. Put the stage away on the rolling racks from the back room. Put the chair on the Bingo cart and put the Bingo cart away.
- ✂ Dust mop the floor in the gym and lobby. The dust mops are in the closet in the southwest corner of the gym. Any sticky/dirty spots need to be damp mopped.
- ✂ Vacuum the carpets in the lobby and entrance to gym.
- ✂ Make sure bathrooms are clean and garbage’s are emptied.
- ✂ Remove garbage bags from rolling garbage cans. Put garbage in dumpster. Return rolling cans to cafeteria. Put clean garbage bags in cans. They are under dishwasher in cafeteria kitchen.
- ✂ Once everything is put away, turn off all the lights and close all the doors.
- ✂ Lock outside doors. Keys are in the basket in the lobby, by the concession window. Use the small Allen wrench key in the little hole on the handle of the door. When you turn the key, the handle will pop out, meaning the door will now automatically lock.
- ✂ Make sure you turn off the lights in the lobby and outside the main door.

Kitchen Workers

- ✂ Record the money count on the back of the Bingo sign in sheet.
- ✂ Put the concession money into the blue bag in the kitchen and give it to the bookkeeper.
- ✂ Set cash register on counter in front corner of concession room.
- ✂ Clean up pretzel machine and set it on the table in the concession room.
- ✂ Leave candy on cookie sheets and put on almond colored rolling cart. Put chip racks on cart also.
- ✂ Put away condiments. Wipe off covers of the mustard, catsup, and relish and put in fridge.
- ✂ Throw out any sauerkraut, BRAT buns, pretzels, cookies, or popcorn. Leave extra HOT DOG buns on table. DO NOT PUT BUNS IN FRIDGE OR FREEZER.
- ✂ Save any nacho chips. Return cheese and peppers to fridge.
- ✂ Wash, dry and put away all dishes.
- ✂ Clean up popcorn machine (including sides and tray underneath). Unplug machine.
- ✂ Put all garbage in dumpster. Put clean garbage bags in cans. They are under the sink in the concession room.
- ✂ Take home the towels and washcloths to wash and dry. (Please return to school by next weekend)
- ✂ Pull down and latch rolling concession window.
- ✂ Turn off concession lights and close concession door. Leave almond cart in concession room.