

# Teardown Team Instructions

## Overview

- Take down dividers & move furniture in kids classrooms
- Stack chairs and return to storage area
- Bring bins, signs, and tables back to storage area

## Kids Classrooms

The bins should be all packed up by the Kids Crew leaders.

- Take dividers down
  - Remove blue weights and yellow clips (they are stored on the bottom of the divider rack)
  - Hang dividers on the rack
- Return divider rack to storage area. Store immediately to the left of the door.
- Move furniture back to its original places. **Names on chairs/desks matter.** If the person doing setup is not there, check with Pastor Shiju or Kevin to get photos/video of the room before.
  - *Remember that this is a classroom that will be used tomorrow morning. It needs to be returned to its original state.*
- Return bins (and white table from the Red Crew) to storage area
- Close the classroom door when you're finished

## Stack Chairs

Stack chairs on rolling racks and return to storage area.

## Bins/Signs/Tables

Collect all items and return to storage area. The kitchen/hospitality items need to be easily accessed since they will arrive early next Sunday to set up.

### **Lobby:**

- Long table
- Blue welcome bin, black book rack

### **Kitchen:**

- Large silver rolling rack
- 3 communion carts
- Short table (outside serving window)

### **Kids Host area:**

- Long table
- Kids Host Bin

### **Outside:**

- Two sandwich boards outside each set of main doors
- One standing floor sign outside main entrance
- Large signicade by the end of the driveway

Before you leave, check in with Pastor Shiju or the Project Manager volunteer for the day.