

BREAK DOWN & CLEAN UP TEAM VOLUNTEER INSTRUCTIONS

Saturday from 12:30 pm until All Tasks Completed (around 4:30 pm)

Please: When you arrive at AUMC for your volunteer shift please sign-in on the sign-in/sign-out sheet for your team. At the end of your shift, please sign out. You must sign in **and** out for your volunteer hours to be correctly recorded. Consignors will only be given credit for the hours logged on the sign-in/sign-out sheets.

The Sales Floor Break Down & Clean Up Team has two priorities:

1. Break down all the clothing racks and tables used during the sale, move all items used to their proper storage location, and
2. Leave the Church *EXACTLY* like we found it upon arrival Friday morning for the Sales Area Set Up.

You will meet with the Break Down & Clean Up Manager when you arrive. The Breakdown Manager delegates specific duties: vacuuming, moving furniture, and taking out the garbage.

Even before the sale ends the Sales Floor Team begins the break down process. They collapse tables throughout the sale day and remove them from the sales floor. Near the end of the sale the Sales Floor Team divides all the merchandise into white tagged items (for donation) and colored tags (to be picked up by consignor).

From sale end at 1:00 pm until 2:00 pm consignors may begin collecting their unsold items and removing them from the sales floor. At 2:00 pm is the \$5 Bag Sale. At 2:30 pm charities arrive to collect items they need. During all of this activity please be courteous and polite – but you are unable to help anyone. Your focus is getting everything put away and the space cleaned so we can all go home!

The Break Down Team will continue the work begun by the sales team – separating merchandise and breaking down the tables and clothing racks.

Tables

The round, rectangle and card tables “break down” – legs fold under to create a flat table. All tables should have a masking tape label applied indicating where they came from so they can be returned to their proper storage space.

Most of the round tables are stored in the storage room directly across from Wright Hall (the main sale area). The rectangle tables are usually returned to the classroom they were taken from. Room number on the bottom of the table. Some tables will be stored in the lower level Media Room. Team members may use the elevators to transport the rectangle tables to either the lower or upper levels.

Clothing Racks

We have a variety of clothing racks. Some are round “professional” clothing racks. Some have been created for sale day.

Chair & Choir Robe Racks. We use large metal chair racks and choir robe hanging racks as clothing racks during the sale. The Set Up Team has removed the choir robes and the folding chairs from these racks so that they may be used during the sale. The chairs are stored in a room off the entrance to the ELP classrooms (near Wright Hall). The choir robes are left in the lower level on coat racks.

Chair Racks: For the sale, we tape & zip tie galvanized steel poles to the bottom of the chair racks to create a 2nd hanging rack. The Break Down Team will remove the tape and zip ties holding those bars on and place them gently on the floor of Wright Hall (we want to keep the Church as undamaged as possible). Once all the tape/zip ties have been removed, the chair racks need to be rolled out of Wright Hall and into the ELP Hallway where all the chairs have to be placed back on the chair rack. These chair racks are usually stored in the lower level of the Church and have to be taken outside and rolled around to the back entrance and then inside to their proper location.

Choir Robe Racks: After the sale, the Break Down Team removes all clothing, if any, from the choir robe racks and place the clothing on a table. (After 2:00 pm all items remaining on the sales floor are eligible for the \$5 Bag Sale and then for pick up by a charity.) The choir robe racks collapse and are easy to move from the sales area to the lower level. The Break Down Team Manager will tell team members where the racks should be returned to. Break down team members will return the choir robes to the robe rack.

Round and 1 Rectangular Clothing Racks: This is a two person job. All parts are labeled and once shown how, clothing racks are (mostly) easy to break down.

Dollies: We use dollies as clothing racks. After all the clothing is removed the dollies may be used to take various items to their storage locations. Afterwards, they are taken downstairs (use the elevator) to the Building Manager's office.

Sales Area – Wright Hall, Atrium, Hallways + Foyer

Some furniture used in the same remains in the sales area – but back where it was before the sale. The Set Up Team takes pictures prior to rearranging the furniture and gives them to the Break Down Manager. Use these pictures to recreate the areas as they were originally set up.

NOTE: Cherrie Welch, Director Weekday Children's Programs will be on hand to assist in this area.

Clean-Up

The entire sales floor area must be vacuumed (may be loose staples or safety pins on the floor).

All trash (including non-recyclable hangers) must be taken to the back of the Church and placed in the large dumpsters.

Access

There are stairs, a ramp, and elevators leading to the first level toward the Media Room. You may also use the elevators or stairs to transport items to the third floor if necessary. The Break Down Team Manager, Cherrie Welch and the consignment sale co-chairs are able to show you where all these areas are. If you don't know the Church they can be hard to find.

**If your husband, brother, Uncle, or any other men can join you, please have them do so.
We greatly appreciate their help!**

