

ArtWorks Orientation

- We have free WiFi in the building (password: artworks-Passphrase).
- The code for the keypad to get into the building is _____.
 - Call or email artworks@artworks-Edmonds.org for Entry Code info.
- The key to unlock the door is hanging inside by the door above the light switches (left side as you come in the door). If there is a problem or if help is needed to get in call the cell phone number that is posted in the window on the front door as the emergency number.
- People can use the kitchen for a cup of hot tea or ice water from the filtered water dispenser (by the fridge). Tea is out on the counter. Cups are by the dispenser. Electric kettles have auto shut off feature. **Any ceramic cups/dishes used need to be hand washed and can be left to dry on the towel by the sink.**

The heat is programmed to go off around 7 pm. To turn central heating on:

1. Thermostat is in the entrance of the bathroom hallway next to the conversation area.
2. Push **Top of Right button** to add 30 minutes of heating time.
3. Push **Top of Left button** to increase temp and to force the furnace on if needed. The heater will click when temp is used to force it to turn on.
4. Turn heat down to 60-65 before leaving or it will come on per program in the AM at whatever temp you set it to.

Basic Rules

- **Nails, tacks or transparent tape on walls is not allowed.**
Please plan on using masking tape, painters blue tape or museum tack only or use the hanging strips that are provided in the Great Room.
- **DO NOT CUT ON TABLES WITHOUT USING SELF-HEALING CUTTING MAT.**
Self-healing cutting mat is in back classroom by large paper cutter.

THE SPACE SHOULD BE READY FOR NEXT GROUP WHEN YOU LEAVE

- Use table covers and **clean** tables when done!
- **ALWAYS REPLACE GARBAGE BAGS IF YOU TAKE GARBAGE OUT.**
Replacement bags are in Great Room cupboard under the counter.

Office hours are M-Th-F, 11-2 if you have any questions: 425-774-6049

For emergencies call Meredith at: 206-947-2670

CLEAN UP CHECKLIST

Cleaning supplies are located under the sinks. Also available:

- Broom & dust pan by Great Room sink area.
- Vacuum cleaner located by the couch.
- Garbage replacement bags are stored in cabinet under the Great Room counter.

_____ **Tables:** Wipe down and return to storage area along curtained wall.

_____ **Chairs:** Wipe off any spills, return to chair rack or stack in classroom.

_____ **Floors:** Check for food! Sweep or vacuum debris, wipe up any spills please.

_____ **Kitchen:** Wipe down counter/sink. Remove your food from the refrigerator.

_____ **Restrooms:** **Make sure faucets are turned off, toilets are flushed**, pick up any litter and empty the trash.

_____ **Walls:** Clean up any spills. Only blue painters tape may be used on painted surfaces please.

_____ **Garbage:** Remove all garbage- empty small trash cans into the gray garbage can and dispose. Trash cans are located by the fence outside.

Do not leave trash cans or garbage can without a liner bag inside.

_____ **Classroom:**

- Return tables and chairs as you found them.
- Remove all art spills from counter, tables, sink and chairs.
- Clean and sweep floor/wipe down white boards.

_____ **Lights:** Turn off ALL lights (classroom, restrooms, office, kitchen, Great Room)

_____ **Heater:** Turn heat down to 60-65°.

_____ **Doors:** Check all doors to see that they are closed and locked.

- Back door
- Roll-up doors
- Front door

This is an accurately measured floor plan and circuit map. Circuits are in yellow.

NOTE: Circuit #13 gets overloaded easily since the bathroom lights and fans are also on that same circuit. If using hair dryers or other appliances use only **one on a single circuit**. If an appliance stops working try the RESET button on the outlet first. If that doesn't work, please call Meredith for help (206-947-2670).

