

McCurdy Ministries Community Center

VIM and WORK TEAM ORIENTATION

Given by the Dorm Host

Welcome Team to New Mexico and to McCurdy Ministries. We are so grateful that you are here.

1. Doors and Windows: Use front and parking lot doors only.
 - a. Always lock the doors when leaving an area; that includes your room door. Please unlock the adjoining bathroom doors when you have finished using the bathroom to avoid your suite mates from being locked out of the bathroom. Please close and lock doors as you leave the dorm even for a little while. Insects and small critters can easily come in the dorm even if you are right there.
 - b. DO NOT leave windows open when you are out of your room; some passersby may walk by and be tempted to enter through open windows. Please replace the stick in the window to ensure the window cannot be jimmed open.
 - c. Appoint a team member to check doors each night.
2. Keys and gates: In each room, there are 2 sets of keys. Please keep your keys with you at all times, to avoid being locked out. One set consists of 3 keys - for the outside door, your Room key and a small key for the car pen gate. The other set has 2 keys - your Room key and outside door key. When using your vehicle, please relock the gate both going out and coming back.
 - a. When McCurdy Charter School is in session, the road between the dorm and the rest of campus becomes blocked by cars transporting children to and from school. This usually occurs from 7:00 to 8:15 A.M. and 1:45 to 3:30 PM. Therefore, if you need to use your vehicles at that time, they should be moved to the Project Cariño parking area prior to the Charter School traffic.
 - b. When you get ready to leave McCurdy at the end of your stay, leave all your keys on the counter between your closet doors before leaving and leave your room and bathroom doors open. Team leader must ensure all key sets are in place and rooms are cleaned and ready for the next team.
 - c. Vacuum and clean all the common areas.
 - d. Any tables, chairs, coffee makers, toasters that have been moved, need to be moved back to where they were found.

3. Environmental Concerns/ Emergencies:
 - a. Wear Closed Toe shoes and use gloves to pull weeds due to stickers, large ants that bite and other hazards. Work gloves are in the storage room – North 1.
 - b. Use sunscreen, if appropriate. Because of the heat and altitude, it is easier to get sunburned here.
 - c. Water has uranium content higher than normal. It is safe to use, but we recommend drinking bottled water.
 - d. High Altitude - Espanola is at 5700-5800 feet. Be sure and stay well hydrated, as water helps lessen altitude sickness.
 - e. First Aid supplies are located across from the front desk. In case of injury, please notify the dorm host as soon as possible.
 - f. In case of emergency call 911. The McCurdy Retreat Center address is 362H S. McCurdy Road, Espanola, NM 87532. It is at the corner of S. McCurdy Rd and McCurdy Drive. Contact Dorm Host about the emergency situation as soon as possible.
4. Washers and dryers are provided in the North Wing.
 - a. For personal laundry - 50 cents for wash load and 50 cents for dryer load, honor system. We provide the laundry soap, and dryer sheets. Please remove lint from dryer vent.
 - b. For dorm laundry – no charge.
5. Wifi is available on campus
 - a. Choose MMCC-guest or MMCC dorm
 - b. Password: Mmcc2021
6. Most bedrooms are equipped with a HEPA air filter.
7. Quiet Time is from 10 PM until 6 AM. **Alcohol is not allowed in the Dorm or on Campus. Smoking is not allowed in Dorm or on Campus.**
8. Cleaning Supplies, toilet paper and paper towels are in North 1 Supply Room. Please use rags for all cleaning (room and vehicles). Place used ones in the container by the door of the supply room.
9. Room cleaning instructions are posted on each door. At the end of your stay used Linens, including Pillow Protector, Sheets, Pillowcase, Towels, Mattress Pads, bathmat, bath rug and quilt/bedspread are to be placed in the containers/baskets at the entryway of the north and east wings. Restack clean linens from the linen closet –Mattress Pad, Sheets, Pillow Protector, Pillowcase, Towels (bath, hand, washcloth), and cover with the Quilt/Bedspread. Place clean bathmat and bath rug on the side of the cleaned tub. Sweep and mop bedroom and bathroom, clean toilet, and tub. Empty trash. Leave doors unlocked. Make sure lights and fans are off, windows shut, and toilet isn't running. Leave keys on

the counter between the closet doors. If you need extra towels/sheets while here, there is a set in the chest of drawers (bottom drawer). Please replace if used.

10. Timesheets

- a. Complete a timesheet each day you work. Use decimal points, not fractions.
- b. At the end of your stay, complete the evaluation on the back, turn in your timesheet to your team leader, who will then turn them in to the Dorm Host. The evaluation information will be reviewed by the Executive Director and Development Director and the timesheet is recorded by the Bookkeeper to help with our grant applications.
- c. The evaluation information will help us improve, so please share your thoughts.

11. Maintenance and Yard Work duties are assigned by the Head of Maintenance. Office work or working with student programs is assigned by the Administrative Staff.

12. Tools -Tools should **NOT** be left out during any break times or lunch; they tend to get picked up by strangers!

- a. Dorm tools are to be returned to the dorm supply area.
- b. Shop tools are to be returned to the shop.

13. Trash from the dorm is to be put in the dumpster by the maintenance building or leave on the cement area outside the door to the gated car area.

14. Pick up trash as you walk across campus and deposit in the dumpster.

15. If you have a maintenance problem in your room, please list it on the sheet on the front desk. Also mention it to the Dorm Host.

16. Lock down – Go into the nearest building and lock doors. Instructions are in each room.

- a. If in the dorm, stay there until all clear.

17. OTHER areas of the Dorm:

- a. Please do not enter the WEST or SOUTH wings unless you have been assigned to work in there. These are designated areas that are used by Pre-K and our licensing does not allow anyone other than staff to enter these areas without authorization.

18. Don't forget to schedule time in the gift shop and McCurdy Historical Room.