



VISTA

Volunteers Industiously Sharing Their Abilities

FOUNTAIN TENDER

The checklist below outlines the basic of this task. Maintenance supplies have been moved and are kept in the wooden shed by the children's play yard. The key to the copy room, where the key to the shed is kept, is in the 2nd drawer (to the right of the computer) of the front desk attached to a cardboard roll. The key to the shed is hanging on the inside of the first upper cabinet door, and it is marked 'wood shed.'

Cleaning/ Maintenance

- ◆ **Turn off pump.** Switch is on the wall under the calendars next to the secretary's desk.
- ◆ Scoop out leaves with the green net.
- ◆ If needed, scrub scum off the tiles using the long handled scrub brush. Extra scrub pads are in the bucket. Replace as needed.
- ◆ Attach vacuum to the hose and vacuum out remaining small debris. Specific instructions for operation of the vacuum is in the plastic sleeve in the bucket.
- ◆ Reach under the concrete piece and unscrew the strainer on the pump. Clean the strainer and replace.
- ◆ Fill the fountain with water to within 2 inches from the top, if needed
- ◆ Add 1-3 chlorine tablets to dispenser (or if we are out of them, add a ¼ gallon of bleach), and switch pump back on.

The appearance of the church is important. Thank you for helping us look our best. If you are unable to serve on your agreed date, please trade dates with someone else on the schedule and notify the office of the change. A copy of the VISTA schedule is available on the Friends Church website. If that doesn't work, phone the church office at 693-7021 for assistance. However, messages left at the church over the weekend are often not checked until after Sunday services are over.