

## **Equipment Repair and Workbench**

- On a weekly basis you need to sort nails, wood tools, screws, golf tees, milk jug caps, etc.
- Seek out donations of wood scraps, nails, golf tees, Styrofoam pieces, milk jug caps, colored wire, cardboard, and any other workbench materials. If necessary purchase these supplies per request from the Teacher.
- Throw away all materials that are unsafe for the children to play with, watch for splintered wood or sharp edges.
- The workbench area needs to be organized prior to the first day of class. Please set up a date with the Teacher to do this. A good idea is one of the Getting to Know You Days.
- Repair and paint any equipment as requested by the Teacher or the Board. Examples are the Art Easel, the sign outside, the copy machine, the telephone, the chairs.
- You are responsible for winterizing the windows each year in late fall as well as installation and removal of the air conditioning unit as needed.
- Check equipment and toys on a regular basis to be sure they are safe and in working condition. This includes playground equipment. Report any needed repairs to the Board and bring unsafe toys to the attention of the Teacher.
- Check the battery in the smoke detector monthly.
- It is also your responsibility to arrange for repair of the copy machines as needed. The model and serial number are located on the back of the machine, as well as in the instruction manual.
- Any other items not repaired or handled by the church are your responsibility