

Monitors' Responsibilities

Monitors arrive in time to have the room open at the start of their shift. Pick up the **room key** from the Rec Center office (pool desk). You will need your Rec Card to do this.

Setting Up

1. After entering the room, Scan your Rec Card. Detailed instructions are on the bulletin board. If the computer screen is black, go to the Rec Center office and ask them fix it.
2. On the PVP Scanner, scan the appropriate **monitor card** (a.m., afternoon, evening) which is found in the drawer beneath the computer screen. Then scan your name badge to register your monitoring credit.
 - A. **NOTE:** If you are monitoring 2 shifts back-to-back, you MUST scan in on the PVP scanner AND the Rec Center scanner for EACH shift.
 - B. If the 2nd monitor does not arrive, call one of the members on the "monitor volunteer" list posted on the bulletin board.¹
3. Unlock both the front and back doors to the club room.
4. Move the sandwich board sign outside the courtyard door.
5. Put on a monitor "necklace" (cabinet #19) to identify that you are on duty.
6. When members come into the room, make sure they scan **BOTH** Rec Card and PVP Badge.
7. **Guests:** SCW and non-SCW guests are welcome.
 - A. The PVP member bringing the guest or the monitor must scan his/her Rec Card and select the number of guests entering the room.
 - B. For the PVP scanner, scan a guest card for each visitor and make out a temporary name tag (found in the drawer).
8. Make coffee if members want it. Directions are in the cabinet above the coffee station.
9. Per the Rec Center:
 - C. Clubs may NOT require members to wear a mask inside the club.
 - D. Room may NOT be sectioned off to separate those with or without masks.
 - E. Club officers or monitors may NOT ask a member if they have been vaccinated.

If a Member Needs to Pick Up Their New Name Badge

1. Their new badge is in the black file box in the drawer below the sign-in computer. Show them how to scan the badge. Insert the badge into their existing badge holder.
2. Issue them the 2022 Bob's Variety and Mulqueen's discount cards found in the drawer.

Guests who would like to join

1. Scan your Rec Card and add 1 guest. It is OK to scan your Rec Card multiple times.

¹ **Hint:** Jot down the name of the other person who signed up to monitor with you so you can call them if they do not show up.

2. Scan a PVP guest card found in the drawer beneath the computer screen.
3. On the New Members' list in the drawer, record each potential member's name, phone number, SCW Rec Card number and email.
4. Call the Membership person listed on the New Member's list to report names on the list.
Reminder: Residents or renters must have a valid SCW Rec Card.
5. New members will be contacted by a membership person to complete an application.

SignUpGenius

If members are having any problems scheduling themselves with Sign-up Genius, refer them to Kathleen McCulloch at 248-390-0990.

End of Shift

1. Ask members to sanitize workspaces (do not spray chair arm rests).
2. Sanitize "public" areas: cutting tables, coffee area, computer area (Do NOT Spray cleaner on computer or keyboard... wipe with a damp cloth).
3. Swifter floor if needed to remove threads, dust bunnies, etc.
4. Lock back room double doors.
5. Unplug irons and place them on the back counter by the back doors.
6. Empty coffee grounds and pot/s, rinse pots, shut off burners. Do **NOT** turn off the main switch in the back of the coffee maker or unplug it.
7. Turn off lights in the room by the courtyard. Lights in the far room go off automatically.
8. Turn off fans
9. Lock the door to the courtyard with the key and return the key to the pool desk.
10. If the monitor for the next shift arrives, simply turn the key over to him/her.
 - A. If the monitor for the next shift does NOT arrive within 15 minutes of the shift start time, lock the room and return the key.
11. **DO NOT** turn off any of the computers.

Monitoring During Classes

In addition to the duties listed above:

1. Check with the instructor regarding his/her needs. This is your main purpose.
2. Protect the class and teacher from interruptions by intercepting those who come into the club. Do not interfere with the class by joining in or offering your own advice. You may work on your own project.