The Fellowship's Building Care Handbook

Overview: Ship Tips

Preparing to Use Rooms (in the time of COVID-19)

- Safety Protocol: Checklist for Leaders of Small Group Meetings
- Safety Protocol: Attending a Small Group Meeting at the Fellowship
- Check the Fellowship Calendar for availability.
- Use the Fellowship Calendar Update Form to schedule an event.
- For help with audio/visual, email the A/V team.
- Building floor plans

Using the Building

- How do I get in the building? To obtain your personal six-digit access code, send an email to dooraccess@bvuuf.org, then read the Door Access User Guide.
- I've arrived at the building. Read how to open the building.
- After using a room at the Fellowship, follow the room care checklist posted near the light switch. Checklists are listed here for your convenience:
    - Sanctuary Room checklist
    - Mountain View Room checklist
    - Fellowship Hall checklist
    - Kitchen checklist (for the more detailed Kitchen Guidelines for Hospitality Staff who work on Sunday mornings, email the Kitchen Team at kitchencrew@bvuuf.org)
    - Checklists for School of the Spirit classrooms, the Library, and other spaces will be provided as they become available.
- Our meeting is over and I need to close up. Read how to close the building.

Handling Emergencies

- Information about first aid kits, fire extinguishers, and AED equipment can be found in the Emergency Q&A document.
- Safety Preparedness Procedures for Handling Emergencies
- When a Lockdown Might be Needed

Commonly Asked Questions

- Where do I find supplies? [Link to new inventory document being created by Cathy Allen. Contact Cathy to get link.]
- How do I report temperature control (HVAC) issues? Contact hvac@bvuuf.org.
- How do I report maintenance issues? Contact David Burrous at 303-503-3566.

- How do I access a locked area or contact someone off-hour for a non-emergency issue? Contact information for nearby church volunteers is listed on the door crash bars at the main exit and School of the Spirit exit.