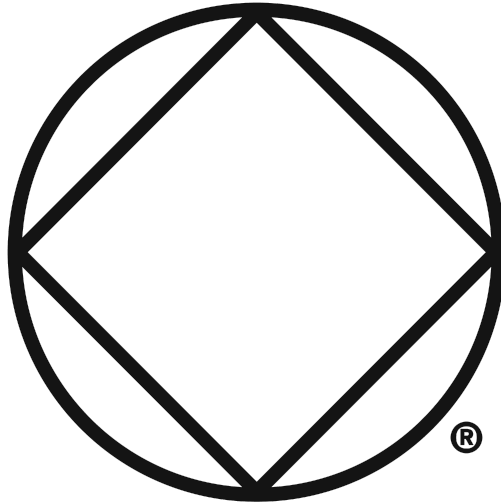


24 Hour Room

Personal Shift Responsibilities



- Please arrive at least 15 mins before your shift begins
- **Important:** Make sure the noise level in the parking area and around the meeting room are kept to a minimum
- No gambling on the premises
- Make sure that meeting and hospitality rooms are kept clean at all times
 - Throw away any trash, empty cups, plates, empty food platters, and clean tables. Clean the ashtrays outside several times. The room where food is served must be swept and moped at the end of your shift
- Make sure there's enough sugar, coffee creamer, sweeteners, cocoa, decaf coffee, cups, napkins, plates and utensils in the hospitality room
 - If ice is running low, please have someone purchase it and keep the receipt
 - Keep an eye on supplies and let someone from the 24 Hour Room subcommittee know if anything is running low
- When coffee in the hospitality room is low, start brewing the backup pot
- When a group arrives for their shift, give them the 7th Tradition envelope. After they complete their shift make sure to collect the envelope from them
- Make sure that **both the chair** of the meeting and the **person on shift** sign their group's envelope and deposit the envelopes in the 7th tradition collection box
- Keep the kitchen area clean and wash any utensils or trays
- Make sure the bathrooms have toilet paper at all times. This should be done at least twice during the shift
- If someone is acting inappropriately, please speak with him or her with patience and compassion. If you can't, find someone who can
- If for any reason you cannot make it to your shift, please call Megan H. @ 404-662-8040

Remember that this facility is not our property. They are nice enough to let us use it. We would like to have it again next year, so please, let's treat it with respect. Thank you.

The 2022 24 Hour Room Subcommittee