

Fall 2023 OLLI-CT Campus Host Responsibilities (9/30/23)

ALL HOSTS:

1. **Check to see if you are the first or last host of the day** and refer below if either. (There's not always a 9am or 3pm class.)
2. **Identify yourself and be easy to locate:**
 - Wear the Campus Host **badge** and lanyard.
 - **Write your name under the proper shift(s) on the lounge whiteboard.** If you will be in class during your shift, **write the classroom name under your name**, sit in the back and listen for the doorbell.
3. **Take responsibility for helping to solve any issues that arise during your scheduled shift:**
 - **Greet members and answer or refer questions.** (Consult aqua notebook. The office number always goes to voicemail but someone will return your call soon.)
 - **If A/C or heat is not working** (or any other **urgent** facility issue), call Loring Green at 520-909-4379.
 - If just one classroom is too hot or too cold, you can **adjust the temperature setting in that room** using the up/down arrows, pressing *Hold*, extending the Hold if necessary (it usually doesn't last long), and pressing *Done*.)
 - **If an SGL needs technical assistance**, try to help or find an A/V committee member on campus, or direct the SGL to the A/V manual in each classroom and at back of our aqua notebook ("Tech Help"). You're not expected to have this expertise and all SGLs are trained in advance, but do your best to get the problem solved. If necessary, call Scott Aldridge at 520-429-3070.
 - Help keep the lounge and hallways **tidy and free of spills; empty drain trays** on single-use coffee machine and water dispenser as needed. Extra cups are under the table in the back of the lounge.
 - **To check if a class has been cancelled**, see the list of current day classes on the schedule at the bottom of the bulletin board. If you're

notified that a class has been cancelled for a specific day(s), indicate on the schedule and on the sign outside the appropriate classroom.

- If needed, **call mall security at 520-651-5581**. If necessary to **call 911**, give them our street address at the bottom of the whiteboard.
- In the highly unlikely need for **campus evacuation**, direct people to leave through the emergency exit in each classroom or through the front doors.
- **If anything occurs that needs follow-up** or if you have non-urgent questions, communicate directly to the next campus host, write the situation down on **the clipboard** on the CH table or side shelf with your name and date, or leave a voicemail with the office.

4. Issue Name Badges and Access Cards, when needed:

- Issue current-year name tags to any member or Guest SGL who hasn't already picked theirs up (low priority) and access cards to anyone who has a current name tag and doesn't yet have an access card—or has lost their old one (high priority). Access cards are kept in the white cabinet in the **office (door code 8889)**. Follow directions for issuing the first available card in the box and make sure its number matches the number on the line the dark blue notebook.
- *Do not issue an access card to anyone you can't validate through the existence of a current badge or by calling the office.*
- **Make sure the access cards are never left unattended.** They should usually be kept in the office cabinet. The name badges can remain out front.
- **Indicate on the clipboard if there is any issue with the name badges or access cards.** (For example, if a lost card is returned; in that case, put a note on the card and put it in the back of the access card box.)

FIRST HOST OF THE DAY ONLY (usually but not always 8:45-10:45):

1. **Turn on large TV** over Palo Verde door to show announcements.
2. **Replace all microphone (including headset) batteries** in all 3 classrooms. Refer to A/V section, in aqua notebook if needed.

LAST HOST OF THE DAY (usually but not always 2:45-4:45):

1. Check that whiteboards are clean, microphones and projectors (not laptops!) off, and chairs and tables straightened. Lower lid on laptop in Saguaro so not visible from outside.
2. Discard or put away any food on the hall table.
3. Use hand vacuum and wipe out microwaves if needed.
4. On **Tuesdays and Thursdays, take any full or nearly full trash bags** from the Lounge out to the dumpster and insert new plastic bags (in the bottom drawer to the left of the small sink).
5. **If a class goes on or people linger after 4:45** and you have completed all the closing tasks, feel free to inform them that you are leaving and they will be the last ones out of the building. (Mallory Riegger's Documentaries classes are regularly scheduled at the end of the day and she knows the campus host will leave by 4:45.)
6. **Check that no one is left** in the building and **turn off** lights & hallway TV.
7. Check that front doors are locked behind you.
8. **Be out before the security system arms at 6 PM.**

Please **periodically review this list**, as it is occasionally updated with changes highlighted in the aqua notebook. If you have any questions or suggestions or need and can't arrange for a sub yourself, **contact Lesley Bailey at 520-282-1719 or lrb2438@gmail.com**.