

SEJS 2016 Cultural Festival Sunday Night Clean-Up

Inside Gym	
Chairs <i>*Right side of stage</i>	Stack all dark brown (OCBC) chairs neatly up on the rafter
	Stack all plastic chairs neatly up on the rafter beside the dark brown (OCBC) chairs
Wooden Tables used outside on asphalt <i>*Right side of stage</i>	All tables must be wiped down & cleaned before they are put away. Hand carry and stack all wooden tables from outside to storage room inside gym. Stack tables on the floor on the left-hand side. <u>Do not bring the tables in to the gym from outside on the cart.</u> The tables must be hand carried in.
Tables & Chairs <i>*Under stage</i>	All tables must be wiped down & cleaned before they are put away. Place all plastic tables on table carts
	Place all light brown metal chairs on chair carts
Please do not take the table and chair carts outside. The wheels pick up little rocks and mess up our new gym floor. The tables and chairs will need to be hand carried into the center.	
Poles from Ondo Circle <i>*Left side of stage</i>	Put all large poles (approx. 7) from Ondo circle in the NE corner standing up. Be careful of the florescent lights up above when putting these poles away.
Tarp <i>*Covering gym floor</i>	Leave tarp on floor. It will be cleaned either late Sunday night or Monday.

**location to be stored/put away*

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Storage Bins/Containers	
Oil drums <i>*back of center in-between the bins/containers</i>	Place all used oil in the drums. Only oil is to be deposited in the drums – no water.
Poles that hold up canopies (outside eating area canopies) [6', 8' & 10' poles] <i>*middle container</i>	Lay poles under the shelf that holds the propane tanks (left-hand side of the bin).
Canopies <i>*middle container</i>	Stack all canopies neatly (right-hand side of the bin).
Tarps, bungee cords & connectors <i>*middle container</i>	Place tarps, bungee cords & connectors back into the plastic containers with lids and stack on shelf (left-hand side of the bin).
Electrical items <i>*middle container</i>	Roger Hirai & Brian Kono will replace electrical items on shelf after taking lights down on Sunday morning.
Ice Chests <i>*middle container</i>	Wipe down and dry inside of ice chests. Place small items inside of ice chest and identify with blue masking tape to identify for next year (shelf in back of bin going across the width of the bin).
DO NOT STACK ANYTHING UNDER THE SHELF ON THE LEFT-HAND SIDE OF THE CONTAINER ON THE RIGHT	
This area is reserved for the pancake grill	
Games <i>*Container on the right</i>	Remove all tape from asphalt. Stack all game items on the shelf (not big items) (left-hand side of the bin)
Sink <i>*Container on the right</i>	Sink will be placed in the container on the right. Leave room in the front of the container on the right-hand side so that the outside sink can be put away after use.

**location to be stored/put away*