

QUAKER HOUSE RESIDENT HANDBOOK

August 2025



Welcome to Quaker House. The purpose of this handbook is to provide guidelines, standards, policies, logistics, traditions, and other useful information pertaining to life in Quaker House.

QHC = Quaker House Committee

QHRC = Quaker House Residential Community

Contents

| | |
|--|----|
| I. Introduction to the Quaker House Residential Community (QHRC) | 4 |
| II. Openings in the Residential Community | 5 |
| Expectations of Applicants..... | 5 |
| Recruitment of New Members | 5 |
| The Dinner Meeting | 6 |
| The Clearness Meeting..... | 6 |
| Subletting..... | 6 |
| III. Resident Participation Guidelines..... | 7 |
| New Residents | 7 |
| Room Contribution..... | 7 |
| Renter's Insurance..... | 7 |
| Work Contribution | 7 |
| Giving Notice Before Departure | 8 |
| Hospitality | 8 |
| Communication..... | 8 |
| Asking a resident to leave the QHRC | 9 |
| QHRC Meetings..... | 9 |
| Community Meals | 9 |
| Quaker House Committee | 10 |
| IV. Residential Community Life | 10 |
| Kitchen and Food..... | 10 |
| Shared Space and Events Calendar..... | 10 |
| Large Gatherings..... | 10 |
| Alcohol and Drug Policy..... | 10 |
| Keys and Security..... | 10 |
| Bathrooms | 11 |

| | |
|---|----|
| Guests of Residents | 11 |
| Partners and Friends | 11 |
| Pet Policy | 11 |
| Bulletin Boards | 12 |
| V. Property Use Guidelines | 12 |
| Telephone Service | 12 |
| Cable | 12 |
| Buzzer | 12 |
| Laundry Room | 12 |
| Furniture | 12 |
| Room Décor | 12 |
| Wall Use | 12 |
| Radiators | 13 |
| Air conditioning | 13 |
| Circuit Breakers | 13 |
| Storage | 13 |
| Bikes | 13 |
| Lawn signs | 13 |
| Parking | 13 |
| Fire Safety Policy | 14 |
| Carbon Monoxide and Smoke Detectors | 14 |
| Appendix 1: RESIDENT HOST JOB DESCRIPTION | 16 |
| Appendix 2: MEETING WORKER JOB DESCRIPTION | 18 |
| Appendix 3: QUAKER HOUSE COMMITTEE OVERSIGHT RESPONSIBILITIES | 19 |
| Appendix 4: GUEST ROOM POLICY | 19 |
| Appendix 5: WORK CONTRIBUTION POLICY AND GUIDELINES | 20 |
| Appendix 6: COUPLES POLICY | 20 |
| Appendix 7: UNINVITED VISITOR POLICY | 21 |
| Appendix 8: QHRC CHORE LIST | 22 |
| Appendix 9: KITCHEN CLEANING CHECKLIST | 30 |
| Appendix 10: SNOW MAINTENANCE | 31 |

I. Introduction to the Quaker House Residential Community (QHRC)

A Brief History: Friends Center is the informal name of the property owned by the Ann Arbor Friends Meeting on Hill Street, including three buildings: the Meetinghouse, the ICPJ Office, and Quaker House. The **Meetinghouse** is the home of the Meeting; Friends (Quakers) hold two meetings for worship there on Sunday mornings as well as committee meetings and other gatherings (there and in Quaker House) on Sundays and sometimes on other days. Individual rooms in the Meetinghouse and Quaker House are available on a regular or one-time basis to community groups whose activities are not incompatible with Quaker practice. The small building in the back yard houses the **Office of the Interfaith Council for Peace and Justice (ICPJ)**.

Quaker House has had a varied history. From 1955, when Friends purchased it, until 1962, it served as the Meetinghouse. For many years it housed an international student cooperative. In 1983, the Meeting discerned that “The purpose of Quaker House is to enrich the life of the Meeting and to carry forward the testimonies,¹ values, and concerns of Friends through outreach to the wider community.” Between 1984 and 1991 Quaker House was home for a refugee family from El Salvador and for a small community of Quakers from the Meeting. In 2017, the Meeting again agreed to offer sanctuary to persons in danger of detention and deportation, and in 2018 accepted a sanctuary guest in Quaker House.

Since 1991, Quaker House has been home to the **Quaker House Residential Community (QHRC)**, a cooperative living community under the care of the Meeting. This community was originally envisioned by the Meeting as:

. . . a small group of people living in Quaker House and exploring what Quaker community means. We feel that Quaker principles such as seeking the Light, speaking to that of God in every person, living simply, and making decisions by consensus are wonderful underpinnings for creating such a community. The group’s exploration may lead it into spiritual sharing and deepening; new ways of working, struggling, and celebrating with each other; and/or providing each other with support and challenge to reach out to the larger community.

The **Quaker House Committee (QHC)** is appointed by the Meeting to oversee and nurture the life of the QHRC (for specifics, see Appendix 3). The **Meeting worker**, a part-time employee of the Meeting, handles building problems and collects room contributions (Appendix 2). The **resident host** is the communication bridge between the

¹ The Meeting *Handbook* states, “The principles or inward states of mind which proceed from faith and, we hope, underlie our actions are often referred to as ‘Testimonies.’ They find expression in many Quaker concerns and our witness in the world. One list of Friends’ Testimonies is: Integrity..., Peace..., Equality..., Simplicity..., Earthcare..., and Community...” See *Handbook of Ann Arbor Friends Meeting*, 4th ed., 2007, pp. 2-3.

residents and the QHC. They are expected to attend QHC meetings and take care of administrative tasks connected with the community (Appendix 1).

II. Openings in the Residential Community

Expectations of Applicants

There are no formal restrictions or standards for membership. Individuals who join the Residential Community will need to commit a substantial amount of time and energy to practicing listening with an open heart and mind, speaking their truth honestly and clearly, and being patient with others. While embracing the joys and challenges of community life, members are encouraged to follow their own leadings of the Spirit, to help create fulfilling lives for themselves and for the Community as a whole.

Regular and orderly participation is expected of all residents. The basic responsibilities include cooking, cleaning (chores), payment of room contribution, and attendance at QHRC meetings. Additionally, residents are expected to participate in QHRC clearness meetings called to select new residents or to focus on an internal query.

All new residents and subletters are expected to attend an in-person orientation (see “New Residents” below). New permanent residents are also expected to attend check-in meetings 30, 90, and 120 days after moving in.

Recruitment of New Members

When a resident announces the intention to vacate, all residents, coordinated by the resident host, are asked to participate in publicizing the opening. All publicity materials and procedures are subject to approval by the Quaker House Committee prior to circulation, especially the content of new recruitment notices. Previously approved materials do not need to be reapproved.

The Residential Community is asked to address issues of balance, diversity, and harmony when considering applicants, with the understanding that each person brings a unique spirit to the QHRC. Finding compatible people is crucial; recruitment should proceed with sufficient advance planning to avoid vacancies longer than a month.

The resident host is responsible for sending and receiving application forms; circulating applications to QHRC and QHC; coordinating the posting of vacancy notices in appropriate locations around Friends Center and the wider community; and placing announcements in the AAFM newsletter and other appropriate media. Dated print and electronic copies of active applications are maintained on file, in chronological order, by the resident host. Applications remain active for six months unless the applicant withdraws. All copies other than those kept in the Meeting office are destroyed after vacancies are filled.

The Dinner Meeting

Promising applicants are traditionally invited to join residents for dinner to get mutually acquainted. At the dinner meeting, residents talk with the applicant and give them a tour and sense of the house. The available room(s) may be shown at this time. (Note, however, that current residents have first choice of rooms when vacancies occur.) For some, the process of screening applicants is about establishing a rapport or relationship. Prospective applicants may be invited as often as the residents feel necessary to acquire the needed sense of comfort and fit. Other means of contact and interaction may also be appropriate. After the dinner meeting, unsuitable candidates should be notified, in a kindly manner, that there does not seem to be a good fit with the current household.

The Clearness Meeting

If QHRC members feel that an applicant is a suitable candidate, the resident host sets up a clearness committee of residents and at least two Quaker House Committee members. (A volunteer from the Meeting may serve as an alternate if needed.) The clearness meeting for a prospective applicant should only be scheduled after a firm move-out date has been announced by the exiting QHRC member who is being replaced. Move-out dates may not be changed after a clearness meeting has been held. The resident host convenes the meeting unless a member of the QHC or the QHRC has been asked to do so beforehand. After discussion with the applicant has been completed, they are dismissed with thanks, and the clearness committee decides whether to invite them to join the Community. The candidate should be notified of the outcome of the clearness meeting within 24 hours, if at all possible.

Prior to the clearness meeting, members of the QHC check the candidate's references, and a report on the references is provided in the second part of the clearness meeting.

Subletting

Wishing to maintain flexibility with sublets, the following describes what has served well as a guide, but should not be considered a fixed policy.

Sublets will normally be limited to three months. For longer periods, see below.

1. For sublets up to 3 months, a shorter application form can be used, the dinner meeting can be replaced by a virtual meeting (e.g., Skype or Zoom), and QHRC can decide whom to invite and for how long, without necessarily holding a clearness meeting or requiring references.
2. For sublets of 3–6 months: Whether to follow the abbreviated process above, or the regular process for long-term residents, will be decided case by case.
3. For sublets of longer than 6 months: Follow the full process for bringing in a long-term resident, including the full application form with list of references, a dinner meeting, and a clearness meeting.

III. Resident Participation Guidelines

New Residents

Within a week of their move-in, new residents receive a letter of understanding from the Meeting worker, fill out a member record, are assigned a mailbox cubby, and are asked to provide a photo for the kitchen bulletin board and write a short introduction for the AAFM newsletter. Too, the resident host provides an orientation including a detailed tour of the property, an explanation of each chore set, and as much information as possible about current community culture and expectations. The resident host will also schedule check-in meetings with new residents after 30, 90, and 120 days from their move-in date. These will focus on the new resident's inclusion in the QHRC and provide an opportunity for answering any individual questions that new residents may have, as well as providing feedback on their fulfillment of QHRC members' expectations.

Room Contribution

Contributions cover use of the room, utilities, household cleaning supplies, toilet paper, and light bulbs. Double occupancy costs an additional \$25 per month above the standard room contribution (rates available from the Meeting worker). Contributions generally increase annually at a rate of 3%, effective each September.

Contributions are due to the Meeting worker on the 1st of every month. Checks and electronic payments should be made payable to "Ann Arbor Friends Meeting." Residents are welcome to pay in advance. If residents are unable to pay by the 5th of the month, they should make an acceptable arrangement in advance with the Meeting worker.

Non-payment of room contributions is considered both an individual and a community issue. If for any reason a late room contribution cannot be paid in full by the 15th of the month, the Meeting worker may turn the issue over to the care of the Quaker House Committee for prompt consideration at its next meeting. QHC will consider cases according to individual merit and circumstances and take all appropriate actions, ranging from forgiving a contribution to asking the resident to leave the community.

Renter's Insurance

AAFM does not provide coverage for renters' personal property. Renter's insurance is recommended but not required.

Work Contribution

Residents are mutually responsible for the execution of household chores on a regular and timely basis. This includes: 1) cleaning and upkeep of common areas in Quaker House, 2) a weekly deep-clean of the 1st floor kitchen (also referred to as "KC" for Kitchen Cleaning), and 3) snow maintenance, whenever needed. Each resident is expected to devote on average two to three hours weekly to chore completion. Quality

standards are high and attention to detail is crucial. Accordingly, cooperation, organization, and communication are key.

QHRC divides and assigns the chores and snow maintenance into equitable sets, which may be adjusted, depending on the number of residents. A detailed list of chore sets appears in Appendix 8, where each chore set is described in terms of weekly/daily chores and a comprehensive monthly deep clean. While some chores may entail only once-weekly attention, others require ongoing attention throughout the week, depending on traffic in the house, weather conditions, etc. The checklist for the weekly Kitchen Cleaning, or KC, appears in Appendix 9. A description of snow maintenance expectations and a model for dividing snow shoveling duties appear in Appendix 10. *Note that the Meeting places a high priority on attention to publicly traversed exterior surfaces including walkways.*

If a resident is unable to complete their chores, it is their responsibility to ask for assistance or arrange a trade. The resident host should be notified of any changes to a resident's work commitment and, if needed, will help coordinate a short-term alternative plan. Any difficulties with the thoroughness or completion of assigned chores will first be addressed among the residents at QHRC meetings. Quaker House Committee can help (or intervene) when a resident has ongoing difficulty completing assigned chores. (See also Appendix 5.)

Giving Notice Before Departure

When residents plan to move out, they are requested to give the Meeting worker and the resident host two months' notice. If two months' notice cannot be given, they are expected to pay their room contribution through at least 30 days after announcing a move-out date or until the actual departure date, if that is later. Moving out includes removing all of one's belongings from the property.

Resident hosts are requested to give the Meeting worker and convener of Quaker House Committee three to four months' notice before departure to allow time to identify a new resident host.

Hospitality

Residents are expected to provide a "welcoming presence" to groups using the Meetinghouse and the common rooms in Quaker House. "Welcoming presence" means being hospitable and cordial and providing reasonable resources and assistance. Life in Quaker House is, inevitably, less private than in many other living situations, and household demands are not always predictable. However, residents clearly have needs for time and privacy, and it is important that they take these needs seriously and not let the demands of the house take over.

Communication

Over the years, many diverse communities have lived together as the QHRC. Mutual respect for others' points of view, values, and experiences is essential. It is equally

important to speak openly and honestly about your own. Living in community is more successful when people honor and respect differences in opinion, behavior, customs, and cultural values. Conflicts over such differences need to be discussed and negotiated peacefully, in accordance with Quaker process; that is, in a way that does not attack others, and is open to the recognition of “that of God” in every person. There is often more than one good way to do a thing, more than one good opinion, and more than one good social and cultural value.

Asking a resident to leave the QHRC

While rare, QHRC acknowledges that situations may arise in which a resident may be asked to leave the community. This decision is considered only after all parties have been heard and efforts at mediation and reconciliation have been made. Possible reasons may include (but are not limited to):

- Fundamental misalignment with QHRC values and practices
- Repeated, unjustified failure to fulfill, or arrange for the fulfillment of, the expected work contribution
- Failure or refusal to follow the resident participation guidelines
- Ongoing interpersonal tensions that remain unresolved after mediation
- Endangering the safety of other community members
- Persistent disrespect toward other community members regarding their beliefs, identities, immigration status, professional roles, or personal relationships

Requests for a resident to leave are brought to QHC and discussed on a case-by-case basis. A decision should reflect unity among the committee and other residents about this being the best course of action for all involved. If a resident is asked to leave, they will continue to be treated with dignity and respect. The community will make every effort to approach the transition with compassion, offering support where possible. Unless there is an immediate threat to other residents, departing residents will be given approximately two months to move out, depending on individual circumstances.

QHRC Meetings

Residents are expected to attend QHRC meetings (aka “House meetings”), which occur approximately every two weeks, and occasional QHRC clearness meetings. Quaker process is encouraged, and creativity is welcomed. The community may need to hold more meetings, some requiring a substantial additional time commitment. Examples include meetings for clearness to interview prospective residents, group retreats, QHC meetings, and meetings for conflict resolution. Each resident is expected to participate in conflict resolution and group decisions that affect the community.

Community Meals

QHRC has a standing tradition of sharing evening meals together. This is a primary community-building activity. Residents take turns cooking, though this may be done

cooperatively. All residents are expected to participate regularly at meals. Guests are always welcome with prior notice to the cook(s).

Quaker House Committee

QHC meets monthly, sometimes joining the Residential Community for a potluck supper before the meeting. QHC determines general Residential Community responsibilities and is active in the selection of new residents. The committee supports the health of the Community and seeks to make it a vital part of the wider Quaker community, while at the same time respecting its autonomy. Residents are welcome at QHC meetings.

IV. Residential Community Life

Kitchen and Food

Residents have use of a spacious first-floor kitchen. Personal storage space, however, is limited. Residents participate in composting, recycling, and food shopping for staples. Kitchen cleanliness is a high priority. Dishes and counters should be cleaned promptly after use. It is recommended that appliances that produce heat be unplugged when not in use. Residents maintain vegetable garden plots in the backyard.

Shared Space and Events Calendar

The first floor of Quaker House is used by residents, the Meeting, and community groups. Residents should be aware that some groups need privacy for their meetings (support groups particularly) and should not be disturbed. A weekly calendar of events is posted on the refrigerator.

Large Gatherings

Residents wishing to arrange parties or other large gatherings should first ensure that all residents are aware of and comfortable with the nature of the gathering (e.g., expected attendance, date, starting and ending time, space required, unusual noise levels, etc.).

Alcohol and Drug Policy

All of the Friends Center space and grounds are smoke-free and free of illegal drugs. The use of alcohol is not allowed by groups renting the space. Drinking among residents at Quaker House is not prohibited but discretion is encouraged and moderation is expected.

Keys and Security

The Meeting worker issues keys to new residents for their individual room, hallway doors, and exterior doors of Quaker House. If keys are lost, duplicates can be requested from the Meeting worker and a modest replacement fee may be charged. Security is the responsibility of all residents. The doors to the second floor – including the doors leading to the guest room stairwell – should be locked at all times. Doors to

the first floor of Quaker House and exterior doors to the Meetinghouse should be locked at the end of each day, and windows locked as temperatures permit. Because uninvited persons have occasionally entered rooms from fire escapes, residents should lock doors and windows with access to fire escapes when they are not in their room.

A spare key is available for temporary use by trusted guests upon approval of all residents. (Example: If a resident has a guest for a few nights, they may ask other residents for permission to lend the key to their guest for the duration of their stay.)

Bathrooms

There are no assigned bathrooms in Quaker House. Any resident can use any bathroom in the building. Many residents, however, have found it useful to mutually agree to select a “primary use” bathroom among those located on the second and third floors. Residents are responsible for the cleaning and sanitation of bathroom areas they use. Frequent cleaning will help keep lime deposits and mildew under control.

Guests of Residents

Guests may stay in resident rooms but occasional use of the Meeting’s guest room for relatives or close friends is permitted when:

1. The guest room use is scheduled in advance with the resident host and is limited to one week. Longer stays require the approval of both QHRC and QHC.
2. The hosting resident must be present during the stay of their personal guest.
3. The resident host will see that the room is ready, but the hosting resident is responsible for cleaning the room, bathroom, and linens when their guest departs.
4. Keys are returned promptly to the resident host.

Close friends or family members are welcome to enjoy this room as guests of the house. Donations toward maintaining the guest room are appreciated, but should be considered a free will gift, not an expectation.

Partners and Friends

Residents are likely to have significant relationships outside the house. Those who are romantically involved with non-residents are asked to be thoughtful about how their relationship may impact the QHRC and their commitments to the Community. They should also be mindful of the effect of frequent absences or partner overnights; the same holds true for frequent or extended visits from friends or family. (See also Appendix 6, Couples Policy.)

Pet Policy

Residents will not be permitted to have pets who shed, smell, produce allergic reactions in residents, make noise, or cannot remain confined. Any request to introduce a pet to

the house requires prior approval from the residents. Pets will be evaluated on a case-by-case basis.

Bulletin Boards

There is a bulletin board on the second floor where important QHRC information is posted. The one in the kitchen is for resident photos.

V. Property Use Guidelines

Telephone Service

The Meeting has a business phone line for office use. Wall phones in the kitchen and 3rd floor hallway are on the same line as the office phone, and can be used in emergencies. The ringers are usually turned off so that calls to the office won't ring those two phones.

Cable

Cable television is not provided. If residents want this service, they need to make their own arrangements and pay the cost themselves. A few rooms have cable wiring.

Buzzer

A buzzer is used to gather residents for dinner or meetings.

Laundry Room

Individuals provide their own laundry supplies. Residents should be courteous and remove their laundry promptly from the washer or dryer. If the machines have finished but still contain clothing, washed or dried clothes can be put into a community laundry basket.

Furniture

Residents' quarters come unfurnished. Residents are expected to provide for their own furnishing needs.

Room Décor

Rooms are painted on an as-needed basis, usually between occupancies. All rooms are painted in off-white or beige. Requests for repainting may be accommodated, but not for changes in color.

Wall Use

Small nails are the preferred method of attaching things to walls in Quaker House. Nails leave a small hole which is easily repaired. Residents are asked not to use tape, which is hard to remove and pulls off the paint around it.

Radiators

Steam radiators throughout the building provide heat. They will not work properly if the radiator valve is turned off, if the radiator top is used as a shelf, or if furniture is placed nearby. The boiler is serviced annually, which can result in air leaking into radiators, causing them not to heat. To remedy this, each room radiator may need to be “bled for air” by the Meeting worker. Whenever windows are opened during heating season, the radiator valve should be closed (off).

Air conditioning

Residents may install window A/C units in their bedrooms during the warm months of the year. To help offset increased energy use, a \$10 monthly surcharge should be added to the resident's room contribution while the unit is in use. Residents are fully responsible for the installation, maintenance, and safe removal of their A/C units. Care must be taken to avoid any damage to the property during installation, use, or removal. All A/C units must be removed in the fall, once the heating is turned on and storm windows are installed.

Circuit Breakers

Quaker House has three circuit breaker boxes – two in the laundry room (basement) and one on the third floor. In general, the box on the third floor has breakers for the upper floors and the two in the laundry room breakers for the basement and first floor.

Storage

There are limited storage areas on the second and third floors as well as in the basement for possessions that do not fit in a resident's room. These spaces are very limited and items placed in storage should be neatly organized and labeled with the name of their owner. Unidentified, abandoned, and inappropriately stored items may be disposed of after consultation at a QHRC meeting.

Bikes

Bicycles can be stored in the blue bike shed attached to the ICPJ building, or they may be locked to an outdoor bike rack. They should not be locked to railings.

Lawn signs

Anyone wishing to place a sign in the front or back yard of Quaker House or the Meetinghouse must request approval from the Meeting, to be decided at a meeting for worship with attention to business.

Parking

Free parking is available to residents, guests, Meeting staff, ICPJ staff, and those using Friends Center. Onsite parking is limited and availability is on a first-come first-served basis. All others must find street parking, which has a two-hour limit during the day on

weekdays. Residents' friends should not park here unless they are visiting Quaker House.

Fire Safety Policy

(approved April 5, 2018)

Quaker House residents acknowledge the importance of fire safety in Quaker House to maintain the well-being of all residents, to respect the importance of Quaker House to members of the Meeting and the Ann Arbor community, and because the older structure (balloon construction) of the building and its flammable materials pose an increased danger by allowing fire to spread quickly.

Quaker House residents may burn incense or candles, but are encouraged to do so with thoughtfulness, care, and a watchful eye. Flames should not be left unattended. Residents should consider using a fire-proof container when burning incense or candles. Other heat-producing products, including but not limited to stoves, ovens, and toasters, should be monitored when in use. It is also recommended to unplug electric appliances when not in use.

Fire drills should be conducted as soon as possible when new residents move in and at least once every twelve months. They include the following steps after a time for the drill has been designated:

- 1) Residents will be in their rooms (to ensure smoke detector alarms are discernable from their room).
- 2) Resident host(s) will set off the smoke detector alarm.
- 3) Residents will use the appropriate exits and gather behind the ICPJ building.
- 4) A discussion of any issues related to evacuation can be held immediately or at the next House meeting. Any issues will be reported to the Quaker House Committee.

If the smoke alarm is set off by cooking, the cook should ring the dinner buzzer three times to let other residents know of the false alarm once the alarm has stopped.

Fire extinguishers are located in the following areas: 1) in the basement by the stairs near the back door to Quaker House, 2) in the kitchen next to the door to the dining room, 3) in the library next to the stairs, 4) on the second floor between rooms 4 and 5, and 5) on the third floor next to the stairs. Residents should familiarize themselves with their locations.

Fire escapes and routes to the fire escapes (on the 2nd floor porch and in rooms 6, 7, and 8) should remain clear of any residents' belongings including plants and pots.

Carbon Monoxide and Smoke Detectors

Smoke detectors are located on every floor and in each bedroom. They are for residents' protection, so should not be disconnected. Replacement batteries are

available from the Meeting worker. Carbon monoxide detectors are located in the second and third floor hallways. They run on electricity and should not be unplugged.

Appendix 1: RESIDENT HOST JOB DESCRIPTION

(adopted March 2010, last revised March 2021)

Utilizing Quaker process and encouraging a sense of community, the resident host:

- 1) serves as the liaison between the Quaker House Residential Community (QHRC) and the Ann Arbor Friends Meeting (particularly the Quaker House Committee and Meeting worker);
- 2) coordinates chore completion;
- 3) interacts with QHRC applicants and new residents; and
- 4) oversees use of the guest room.

These responsibilities are addressed in detail below.

1. Regular tasks regarding Quaker House Committee (QHC) include:

- Attend QHC meetings and share needs, concerns, problems, and general information about the Residential Community.
- Inform residents of discussions in QHC, decisions and the reasons behind them, and the content of ongoing discussions as they may affect individual residents and the QHRC as a whole.
- Encourage all residents to attend QHC meetings to communicate their concerns firsthand and participate in deliberations and decisions that may affect the QHRC.
- Take on projects that pertain to the resident host position, as they arise from the work of the QHC.

2. a. Regular tasks regarding chore coordination include:

- Maintain a current list of work contributions/chores that are completed by residents. Update the chore rotation for residents, including the Kitchen Cleaning (KC) rotation.
- Maintain a current description of chore sets.
- Check that common/public rooms are clean, both weekly and for special occasions. In a timely manner, provide feedback to residents about their assigned chore set.

2. b. Occasional tasks regarding chore coordination include:

- Update QHC about residents' completion of work contributions and seek advice as necessary.
- Encourage residents in "deep cleaning" projects in consultation with the Meeting worker.
- Inventory cleaning supplies and provide a list of needed supplies to the Meeting worker. Organize the cleaning supply closet.

3. a. Tasks regarding QHRC applicants include:

- Facilitate distribution of QHRC fliers and other outreach efforts; arrange for dinners and tours with potential applicants.
- When applications are received, ensure distribution to the QHRC and QHC.

- Ensure that applicants understand the application procedure and receive an updated FAQ document as written and approved by the QHC.
- Ensure that clearness meetings for applicants are set up in a timely fashion and are facilitated.
- Facilitate notifying applicants of decisions regarding their application throughout their application/clearness process.
- Maintain a file of applicants who wish to be considered for future vacancies.

3. b. Tasks regarding new QHRC residents include:

- Ensure that all new residents receive an in-depth orientation. This includes a tour of all areas of Quaker House and the Meetinghouse; explanation of chore systems, location and use of cleaning supplies, and policies regarding locking Quaker House; and one training session of Kitchen Cleaning.
- Orient new residents to fire exits and fire extinguishers and conduct a fire drill. See *"Fire Safety Policy" in Section V.*
- Orient new residents to QHRC culture and elements of Quaker process, and aid new residents in acclimating to the community and its norms. (All residents participate in this process.)
- Schedule a check-in with each new resident 30, 90, and 120 days after their move-in date.

4. a. Regular tasks regarding the guest room include:

- Schedule use of the guest room. Confirm details with guests a few days before their arrival. Inform residents of guest(s)' arrival and length of stay.
- Before each guest's stay, check cleanliness of the room and ensure that the guest room information packet is current.
- Arrange for guests to be greeted upon arrival, given keys, shown the guest room info packet, and introduced to Quaker House.
- After each guest leaves, clean guest room and guest bathroom, including linens. (Residents clean the guest room when used by their personal guests.)

4. b. Occasional tasks regarding the guest room include:

- Maintain general usability of guest room. Inform Meeting worker of maintenance requests. Check condition of furniture, linens, and room accoutrements, replacing when necessary.
- Prepare guest room and update guest room description documents for occasional AAFM open houses.
- Update photos and guest room description on AAFM website as needed.

5. Additional tasks include:

- Maintain a well-organized file system of Quaker House documents in electronic form.
- Lock up Quaker House and the Meetinghouse each evening, and unlock every morning before the first event.

- Maintain an events calendar for public use, posted in the Quaker House kitchen. This calendar should include the name/group and times when rooms are scheduled for use, including the guest room.
- Meet regularly with the Meeting worker to report maintenance needs, other requests, and the general state of the QHRC.
- Encourage regular QHRC meetings.
- Conduct an annual fire drill.
- Call service provider to plow parking lots when accumulated snow reaches four inches.

The time requirement for resident host responsibilities is approximately 10 hours per week. The host's financial contribution is waived if they occupy a second-floor room; if they occupy a third floor room, they are asked to pay the additional contribution requested for a larger room.

The work of the resident host may be split between two residents in whatever proportion the two find unity. In this case, the waiver of room contribution is determined proportionately.

Appendix 2: MEETING WORKER JOB DESCRIPTION

The Meeting worker is the primary administrator for the maintenance and scheduling of the buildings of the Ann Arbor Friends Meeting, and serves as the onsite Quaker presence for the various groups who share space at Friends Center. They hold regular office hours (currently Monday to Thursday, 9:00 to noon) to provide information about Friends and the Ann Arbor Meeting to the general public, serve as property manager for the QHRC, and provide clerical support to the clerk and Meeting committees.

Specific responsibilities include:

- Scheduling use of the Meetinghouse and first floor of Quaker House by Meeting committees, Quaker House residents, and community groups
- Janitorial care of the Meetinghouse, except for the Corner Room
- Changing light bulbs
- Coordinating Meeting workday tasks and purchasing supplies for projects
- Coordinating arrangements for contracted work approved by the Property Committee. Inform QHRC when workers will be present in Quaker House and accompany workers while they work on the second and third floors of Quaker House
- Calling contractors to deal with emergency situations (e.g., sewer backups or floods) or when the situation warrants swift repair
- Undertaking light repairs and painting in Meeting buildings
- Issuing building keys as needed by Meeting officers and Quaker House residents
- Reporting maintenance needs to the Property Committee on a regular basis
- Ordering maintenance and janitorial supplies for both buildings

- Monitoring thermostats
- Meeting regularly with the resident host(s) to review maintenance problems, needs of the Residential Community, and any problems with groups who use Meeting buildings
- Undertaking other chores when time permits: yard work, emptying outside trash cans, disposing of toxic materials, exterior painting, etc.
- Assisting with snow shoveling if needed
- Collecting mail for the Meeting, Lake Erie Yearly Meeting, and former residents
- Collecting and processing general contributions and QHRC room contributions
- Meeting regularly with Quaker House Committee and Property Committee
- Advising Finance Committee on the fees for outside groups and keeping QHC informed.
- Facilitating communication between committees and helping individual F/friends understand Meeting practices and procedures
- Archiving Meeting records
- Maintaining the Meeting mailing list and publishing the annual directory of members and attenders
- Preparing the annual statistical report for Lake Erie Yearly Meeting

Appendix 3: QUAKER HOUSE COMMITTEE OVERSIGHT RESPONSIBILITIES

The Quaker House Committee is charged with the planning and oversight of three aspects of Friends Center: 1) the Quaker House Residential Community; 2) the use of the guest room; and 3) the use of the Meetinghouse and Quaker House by Friends and outside groups. The Quaker House Committee reviews the residents' room contribution and the guest room rates annually.

The Committee recommends policies for outside groups that meet at Friends Center. Communications and interaction with these groups are carried out by the Meeting worker and the resident host.

The Quaker House Committee determines general Residential Community responsibilities and is active in the selection of new residents. The resident host and Meeting worker serve ex-officio on the committee, and all residents are encouraged to participate in committee business. The committee promotes communication between the Residential Community and wider Quaker community, while respecting the autonomy of residents and their community life.

Appendix 4: GUEST ROOM POLICY

The guest room is available for a period not to exceed one week (unless permission is granted by the QHC and the QHRC for an extended stay).

Guests do not share meals with residents unless specifically invited.

Guests are welcome to use the kitchen.

The guest room will be clean, with clean sheets and a set of towels, upon guests' arrival. Sheets and towels will not be changed during the guest's stay.

The resident host is responsible for making reservations, maintaining the reservations calendar, and keeping the guest room clean.

The guest room cost at this time is \$30 per night.

See also the paragraph "Guests of Residents," under IV. Residential Community Life, for policies regarding the guest room when used by residents' guests.

Appendix 5: WORK CONTRIBUTION POLICY AND GUIDELINES

The fulfillment of work contributions is both an individual responsibility and community issue. Chore organization and completion are subject to standards established by the QHC (refer to the chore distribution document, Appendix 8).

The resident host is responsible for facilitating (helping, supporting, communicating) the organization and completion of chores within the Residential Community, and in accordance with the standards established by the QHC.

The QHC requests that all work contributions be completed by 10:00 Saturday evening of each week to ensure the readiness of Quaker House for early Sunday Meeting activities. If the Meeting worker notices insufficient chore coverage, they communicate this to the resident host, who then speaks to the resident concerned. Chore-related issues that cannot be resolved by the resident host and Meeting worker should be referred to the QHC. The QHC and the QHRC will consider cases on individual merit and circumstance and will consider all appropriate corrective actions up to and including asking the resident to leave the community.

Appendix 6: COUPLES POLICY

The QHRC welcomes couples to apply for openings in the community. Each member of the couple should fill out an individual application form, but the couple will be invited together to a meal with the community. If, after this gathering, both the QHRC and the couple remain interested, the couple will continue through the clearness process together, though the clearness meeting may include time for discussion with each member of the couple separately.

If the partner of a current resident applies to join the QHRC, the resident participates fully in the clearness process. Beforehand, QHRC members should listen deeply to understand the resident's perspectives on the relationship and the community, and raise any potential concerns, including the possibility of the community not reaching unity on the application.

Living as a couple within a community adds a layer of complexity to the ongoing dynamic of the community. Honest communication, openness to addressing issues as

they arise, flexibility, and patience will foster the most rewarding community life for couples and individuals alike.

The following may be helpful to the QHRC and the couple during the discernment and application process and beyond:

1. The couple should carefully consider whether they need one room or two, taking into account their needs for physical and emotional space.
2. The policies and guidelines in the QHRC Handbook apply to each person individually, and the benefits of living in community extend to both. For example, the entire QHRC can be asked to help cover chores if one member of the couple is ill.
3. For the couple, their relationship will be a community within a community. There may be bumping of boundaries at times and commitments may be difficult to balance. It is important for both the couple and the QHRC to openly discuss any potential concerns they have about both “communities” thriving together.

Appendix 7: UNINVITED VISITOR POLICY

When persons unknown to the residents enter Quaker House, residents should ask if they need help. This establishes an opportunity to explain that Quaker House is a residence and that unless they are attending a scheduled meeting, visitors need an invitation from someone in the QHRC or the Meeting. Quaker House is the residents' home; residents should temper compassion and hospitality for strangers with their own sense of safety and comfort. Residents should not speak for or make commitments on behalf of the Meeting or for other residents; the Meeting does not provide a warming station or shelter, other than during specified weeks during the year, approved by the Meeting. Resources for homeless persons are posted on the bulletin board in the kitchen. If uninvited guests refuse to leave, other residents, the QHC clerk(s), the Meeting worker, or the Meeting clerk(s) can be contacted; depending on the perceived level of inconvenience or threat to the residents, the police can be called. Information about interactions with any unknown person should be shared with other residents.

Appendix 8: QHRC CHORE LIST

In this section are the cleaning details for each chore set. There is one page per chore set. Chores are listed in daily/weekly chores and monthly deep clean.

Chore sets rotate monthly. However, **a resident only passes on their chore set after:** 1) completing the set's monthly deep clean and 2) texting the House about the deep clean's completion. Similarly, a resident only receives a new chore set once they have been informed in the group chat that the person previously responsible for that set has completed their deep clean.

Until completing their monthly deep clean, ideally around the end of the month, **residents remain responsible for that set's daily/weekly chores.**

Please pay special attention to daily/weekly chores on Saturday evenings. Because the Quaker Meeting uses Quaker House's common spaces on Sunday mornings, it's especially important that those chores be completed by then (groundskeeping, emptying trash cans, etc.).

If you have questions or suggestions, please talk to the resident host or bring it on the agenda for a House meeting.

There is an FAQ on the last page of this document.

Chore sets:

Chore set #1: Dining Room, Recycling, & Staples

Chore set #2: Living Room & Groundskeeping (North and East)

Chore set #3: Fireplace Room, Library, Front Entry & Front Hall, Groundskeeping (South and West)

Chore set #4: Mail, 2nd & 3rd floor hallways, 1st, 2nd, & 3rd floor stairs, & 1st floor bathroom

Chore set #5: Basement, Laundry, Rear Entry, & Stairwells to Basement

Chore set #6: Nursery & Kid's Room

All updated May 2025

Chore Set #1: Dining Room, Recycling, & Staples

Weekly chores:

- Take out the recycling (in the kitchen);
- Shop for staples for the House (see shopping list on the door of the residents' fridge);
- Empty the trash bin in the Dining Room;
- Wipe the dining table and sweep the Dining Room floor as needed.

Monthly deep clean:

- Dust ceilings
- Dust cup cabinet (top & sides)
- Dust/clean radiators
- Dust mantel
- Dust objects on mantel
- Dust window sills (exterior & interior)
- Dust/clean top of coffee & tea table
- Dust under tables
- Dust light fixtures
- Dust trim (along baseboards)
- Wipe table
- Sweep floor
- Mop floor with oil
- Empty trash

Chore Set #2: Living Room & Groundskeeping (North and East)

Weekly chores:

- Empty trash;
- Wipe the coffee table as needed;
- **Groundskeeping:** sweep leaves and remove trash/branches/twigs from the wheelchair ramp, front entrance path, and east entrance path.

Monthly deep clean:

- Shake all sofa cushions
- Dust ceilings
- Dust under the benches on each side of the piano
- Dust bench arms
- Dust mantel
- Dust artwork
- Dust bookshelves
- Dust piano (top & sides)
- Dust/clean radiators
- Clean table (both levels)
- Clean lamps: shade & base
- Dust trim (along baseboards)
- Vacuum carpet, including behind & under couches

Chore Set #3: Fireplace Room, Library, Front Entry & Front Hall, Groundskeeping (South and West)

Weekly chores:

- Sweep Front Entry, Front Hall, and Fireplace Room entrance;
- Empty the trash bins in the Library and Fireplace Room.
- **Groundskeeping:** sweep leaves and remove trash/branches/twigs from the Fireplace Room deck, steps, and ramp, and from the Rear Entrance path.

Monthly deep clean:

Front Entry:

- Dust ceilings
- Dust top & side of bench
- Dust walls/doors
- Sweep or vacuum floor and mats

Front Hall:

- Dust light fixture
- Dust trim (along baseboards)
- Dust ceiling
- Dust artwork
- Sweep and mop floor

Library:

- Dust ceiling
- Dust bookshelves (including the top)
- Dust shelf/table above radiator
- Dust under shelf/table above radiator
- Dust/clean radiator
- Empty paper recycling
- Dust desk (top & sides)
- Clean chairs
- Dust lamp: shade & base
- Sweep and mop floor

Fireplace Room:

- Dust lamps: shade & base
- Dust light fixture above large table
- Dust/clean radiators
- Vac/clean under & behind couches
- Dust mantel
- Clean glass on swinging door
- Dust window sills
- Clean tables
- Clean chairs and armchairs
- Dust ceilings
- Dust baseboards
- Clean behind & under bench
- Sweep and mop floor
- Empty trash

Chore Set #4: Mail, 2nd & 3rd Floor Hallways, 1st, 2nd & 3rd Floor Stairs, 1st Floor Bathroom

Weekly chores:

- Bring in the mail **every day** and distribute it in the mail cubbies in the Library;
- Empty the First Floor Bathroom trash;
- Replenish soap, toilet paper, and paper towels in the 1st Floor Bathroom, as needed.

Monthly deep clean:

1st Floor Stairs:

- Dust light fixtures
- Dust ceilings
- Dust railings, bannisters, spindles
- Dust under bench
- Dust window sills
- Sweep or dust wooden floor
- Vacuum carpet

2nd Floor Hallway and Stairs to 3rd floor:

- Dust ceilings
- Clean mirror
- Dust & organize shelf by the white board
- Dust around bulletin board
- Dust behind fire door
- Dust railings, bannisters, spindles
- Dust window sill
- Sweep or dust wooden floor
- Vacuum carpet

3rd Floor Hallway:

- Dust ceilings
- Dust behind fire door
- Vacuum floor

1st Floor Bathroom:

- Wash soap dishes
- Wash mirror
- Wipe outside of toilet
- Dust top of cabinet
- Dust/clean radiator
- Dust under sink
- Dust window sills
- Dust artwork
- Dust top of paper towel dispenser
- Dust tile ledge
- Sweep and mop floor (damp mop)

Chore Set #5: Laundry Area, Rear Entry, & Stairways to Basement

Weekly chores:

- Sweep rear entry mats and indoor steps (between back door and kitchen door).
- Check the filter in the washing machine drain hose and replace it if needed (see instructions above the hose).
- Empty the dehumidifier in the storage room as needed (check daily during warm and humid months).
- Empty the trash bin in the basement.

Monthly deep clean:

Rear Entry/Hallway:

- Dust ceilings
- Dust/clean radiator
- Dust under door ledge (by office door)
- Dust around bulletin board
- Dust railing
- Sweep floor
- Clean mats (vacuum or sweep)

Main Basement Stairs:

- Sweep steps
- Dust ceiling
- Dust railing
- Dust baseboard

Basement Hallway:

- Dust walls/cabinets/file cabinets
- Sweep floor

Laundry Area:

- Clean top of freezer & fridge
- Water plant(s)
- Dust ceiling (pipes!)
- Dust under tables and sink
- Clean exit drain (under sink)
- Wipe off detergent shelf
- Clean top of hot water heater
- Clean tops of tables
- Clean tops of washer & dryer
- Check lint trap and washer drain trap, replace if needed
- Sweep and mop floor

Other Basement Stairs (by bulletin board):

- Sweep steps
- Clean mats (vacuum or sweep)
- Dust ceiling
- Dust railing & baseboard
- Dust trash walls, door, and shoe rack

Chore Set #6: Nursery & Kids' Room

Weekly chores:

- Empty the dehumidifier in the Children's Room (check daily during warm and humid months).
- Empty trash cans in the Nursery and Children's room.

*You are not responsible for picking up toys and cleaning up after children or childcare workers. If you find that the children's spaces have been left particularly messy on a given day, please let resident host(s) know, so that this can be communicated to the Meeting worker and the Committee for Children and Families.

Monthly Deep Clean

Kids' Room:

- Wipe tables
- Dust mantel and ledges
- Dust ceiling
- Dust/clean radiator
- Dust/clean shelves
- Clean window sills
- Dust playhouse
- Dust chairs and benches
- Dust art pieces
- Sweep or vacuum floor
- Empty dehumidifier and trash

Nursery:

- Wipe table
- Dust ceiling
- Dust chairs
- Dust/clean radiator
- Dust/clean shelves
- Clean window sills
- Dust slide
- Dust art pieces
- Vacuum carpet
- Empty trash

Chore FAQs

When should I complete my monthly deep clean?

Ideally between the last week of the previous month and the first ten days of the new month.

When do chores “rotate”?

The chore wheel in the kitchen is used for reference to know which resident is supposed to be on which chore set each month, however, chores only “rotate” (i.e., pass on to the next resident in line) when:

1. the previous month’s deep clean is completed,
2. and the person who completed it texted the group chat to confirm completion of the deep clean.

Only once those two things happen does last month’s chore set pass on to the next resident in the wheel. Until doing your deep clean and informing the house, you continue to be responsible for last month’s set, including daily/weekly chores.

What happens if I travel?

If you travel or leave the house and cannot complete your daily/weekly chores, you must arrange with another resident to complete those chores for you during that time.

If you plan to travel around the beginning of a new month, you should complete your deep clean before traveling, and make arrangements for the next chore set’s daily/weekly chores to be completed during your absence (ex.: ask the person who previously had that set to keep doing chores ~~before~~ until you get back).

What happens if I need to complete my deep clean early?

If you need to finish your monthly deep clean early (ex.: earlier than the 20th day of the month), make sure to communicate that to the resident who follows you in the chore wheel.

What happens if I forget to do my daily/weekly chores?

If another resident has to do your chores consecutively because you forgot or were unable to do them, you should talk to them about compensating them for their work, either with money or by exchanging chores in the future.

What happens if I accumulate monthly deep cleans?

If you fail to complete your monthly deep clean for longer than a month, you will likely accumulate chore sets and will be responsible for more than one set’s daily/weekly chores. If something is preventing you from finishing your deep cleans timely, please communicate about that at a house meeting so other residents can try to help out and the house can be well kept.

What happens if I need more cleaning supplies?

Let the resident host(s) know and they will replenish them or ask the Meeting worker to buy more.

Appendix 9: KITCHEN CLEANING CHECKLIST

1. Clean and put away all **dishes, pots & pans**, etc.
2. Wipe down all **counters**. Move appliances as needed.
3. Wipe down the space under the **cutting board rack**.
4. Wipe **kitchen table and chairs**.
5. Wipe down **stove** surface, knobs, and oven door.
6. Wipe the **shelf** above the stove. Move items as needed.
7. Clean **microwave**, inside and out, wash microwave plate and cover.
8. Wipe outside of **toaster oven**, wash grid, baking tray, and crumb tray.
9. Look for spoiled food in **GUFF fridge**. Throw out anything that has clearly gone bad. Text the House chat for things going bad.
10. Wipe down outside handles of **fridges and cupboards**, and tops of fridges if needed.
11. Scrub the inside of all **four sinks**, including the handwashing sink.
12. Wash the **sink tubs** and leave them draining in the empty dish drainer.
13. Empty and clean the **drain strainers** in each of the four sinks.
14. **Sterilize** drain strainers, sponges, brushes and scrubbers by boiling them for a few minutes in a pot.
15. **Restock** paper towels, hand soap, etc., as needed. Notify resident host(s) if supplies are getting low.
16. Empty the **kitchen trash** and replace the trash bag.
17. Empty, rinse, and scrub the **compost bin**.
18. Launder and dry **kitchen linens** (rags, napkins, towels, etc.). Fold and store them by the Tuesday following your KC.
19. Check **lint filter** on washing machine drain hose and text the house if it needs to be replaced (by the resident currently on the Basement chore set).
20. Sweep and mop **kitchen floor** (with Damp Mop).

Appendix 10: SNOW MAINTENANCE

Quaker House residents are responsible for removing snow and ice from the walks in the property, as well as spreading sand and salt as needed. This includes:

- The sidewalk along Hill Street.²
- The path from Hill Street to the front entrance.
- The path between the front doors of the Meeting House and Quaker House.
- The handicap ramp by the front entrance.
- The west walk from Hill Street to the bike racks.
- The path from the bike racks all the way to the Meeting House's elevator.
- The perpendicular paths connecting the back alley to the Meeting House and to ICPJ and Quaker House.
- The handicap parking space in the back alley.
- The path and steps to the back entrances of Quaker House and the Meeting House.
- The parking spaces west of ICPJ and in the south alley (sanding and salting only).

Between Monday and Friday, timing for clearing the paths varies according to the Meeting House's weekly calendar, ICPJ's events, and the mailman's schedule. On Sundays, the paths must be cleared by the time of the Meeting's first activity, which is generally 9am, except on third Sundays, when the first Meeting for Worship takes place at 7:45am, and fifth Sundays, when Meeting for Worship begins at 10am.

It is expected that snow will be removed by residents at least once daily, whenever it occurs. If a resident is unable to remove snow before leaving for work in the morning, they must communicate with others so as to make sure that their portion of the work gets done daily, as needed. Compensation for residents that take on the workload of others is strongly advised and may happen in whatever form suits the residents in question.

As stated in their respective job descriptions, the Meeting worker may assist with snow shoveling and sanding, if needed, and resident hosts are responsible for calling a service provider to plow parking lots when accumulated snow reaches four inches. Sand and ice are purchased by the Meeting as needed. Residents should inform the resident host if their supply of sand and ice runs low, so that the Meeting worker may acquire more. The Meeting worker is responsible for filling the sand and ice buckets around the property as needed.

Residents may organize and divide snow shoveling duties to suit their needs and abilities each year. A description of the snow shoveling sections from winter 2025 is attached below for reference.

² For the public sidewalk on Hill Street, the city says: *Within 24 hours, any accumulation of snow greater than 1 inch must be cleared from sidewalks. Ice accumulations must be treated immediately to prevent surfaces from becoming slippery, and then the slush removed within 24 hours.*

QHRC sections and timing for clearing overnight snows (2024-25)

Sundays: by 8:45 am (except 3rd Sundays, by 7:30 am)

3rd Sundays in Winter 2025: Jan 19, Feb 16, Mar 16, Apr 20 (also on the House's Google Calendar)

Mon-Sat: Specific to each section (see below)

Section 1:

Front porch, steps, & one of the walks from Hill St. sidewalk to front steps; walk from porch to Meeting House door; front handicap ramp.

Mon-Sat: The path from Hill St. to front door should be done by 11am so that mail will be delivered; rest should be done before first Meeting House event (see calendar on GUFF fridge)

Section 2:

Sidewalk along Hill Street plus at least two extensions from sidewalk to curb (center one first).

Mon-Sat: Snow that fell before 6 am must be cleared by noon (city ordinance)

Sometimes the neighbors' service clears the sidewalk itself, but residents should check to ensure the sidewalks are adequately cleared.

Section 3:

West sidewalk from Hill Street sidewalk to beginning of bicycle rack.

Mon-Sat: By 11 am so mail carrier can get to #1414 (earlier if ICPJ has public events)

Section 4:

Back sidewalk from east edge of Fireplace Room sidewalk to end of bike rack closest to Hill Street plus around triangle to back door (including area around ICPJ entrance); back handicap ramp.

Mon-Sat: Before first event; otherwise by 9 am

Section 5:

Sidewalk from parking lot toward Fellowship Room entrance, stopping at east-west sidewalk; sidewalk in front of lift entrance; fellowship steps and entrance area; back sidewalk from lift entrance to edge of ramp. Walk from east-west sidewalk to Fireplace Room.

Mon-Sat: Before first event; otherwise by 9 am

***Tuesdays: check yoga schedule and shovel by 9am if there's a class**

Section 6:

Handicap parking space + sidewalk from that parking space to corner of #1414 closest to QH.

Mon-Sat: Before first event; otherwise by 9 am

Parking lot: Everyone

Spread sand if there is ice, especially on Sundays. Use the spreader on the side of the tool shed. Communicate in the group chat if you see ice and keep an eye out for texts to help out.