

SSVCC OPERATIONS TEAM – SET UP INSTRUCTIONS :  
SUPERSTITION ROOM

**Setup team responsibilities – Read through before starting.**

1) If you are a member of the SSVCC Operations team, responsible for meeting setup, your name will be on a secured key list in the HOA office. They will check it to insure your eligibility to pick up keys and equipment.

In the HOA office, ask for the Superstition room and Conference room keys and the Computer Club equipment box. Do this on Tuesday anytime during office hours (9 AM to 3 PM), or immediately after 9 AM on Wednesdays. Plan to be in the Superstition room by 9:15 AM Wednesday to begin setup.

**NOTE:** The HOA office opens at 9 AM every weekday but closes at Noon from May 1 to October 1. Also note holiday hours for the HOA in advance. Plan accordingly

2) Use the room key to enter the Superstition Room. Then, immediately **lock “open”** both room doors using the small hex wrench on the key ring. The room doors are locked **open** when both inside push bars are secured closest to the glass.

**NOTE:** If the last event held in this room was a food event, an after-smell may linger. Borrow the air freshener from the HOA office staff and power-spray as required.

3) For Computer Club meetings, leave the table – chair arrangement ‘as-is’.

4) Turn on the lights and fans.

5) Pull down the front projector screen to the height of the long table(s) placed there.

6) Walk across the patio to the Conference room and enter, using the key you borrowed from the office. The Computer Club locked equipment storage cabinet is located in the right / front corner of the room. Access the cabinet key from the key vault attached to the left side of the cabinet. Using this key, retrieve one (1) laptop computer, and one (1) long, white extension cord lying on top of the computers.

Relock the cabinet as there may be other meetings in the Conference room during our session.

7) Return to the Superstition room. Place the laptop computer and the extension cord on the front table under the screen. These will be used if the presenter does NOT bring his/her own equipment.

8) From the Computer Club box you picked up in the HOA office; Remove two (2) gray/white sunscreens, one for each door, each with a Velcro strip across the top. Each door also has a Velcro strip centered across the top. Hold each sunscreen – Velcro strip up – unfolded against the door strip to engage and secure. Make sure the side windows blinds next to the doors are down and closed.

9) The presentation projector is ceiling-mounted. Remove the projector remote control (small, black) from the box, stand under the projector and press the ‘power’ button.

The projector status should change from red to green.

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- 10) Put the HDMI internet connection cable (white) on the podium awaiting the presenter.
- 11) At the end of the meeting, turn off the projector, take down and refold the sunscreens, place the HDMI cable back in its plastic wrapper, and place all this in the HOA box.
- 12) Return the laptop and extension cord to the Conference room locked cabinet.
- 13) Secure both Superstition room doors by releasing the push bars from their locked position with the hex wrench.
- 14) Return the Computer Club equipment box and the Superstition and Conference room keys to the HOA office. MAKE SURE they initial your return of all materials on the sign out sheet.
- 15) If you noted any damage to chairs, blinds doors or other room equipment, fill out a **work order slip** – available in the HOA office – as you return the box and keys.

Thank you for your meeting assistance.

SSVCC Operations committee

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VERSION: 2019.09.16.01