

Suggestions for Facilities Chairs

Thank you for volunteering as a Facilities Chair for a CNCA Assembly! Your role is pivotal in ensuring a clean and accessible environment for all attendees. This role can be divided into Co-Chair assigned to Set-Up / Morning and Clean-Up / Afternoon

Please Note: This document collects the shared experience of past Parking/Greeting Chairs. It is a supplement to, not a replacement of, the CNCA [Assembly Guidelines](#).

As Facilities Chair, your responsibilities include:

- Recruiting and scheduling volunteers for set-up, break down, and regular upkeep throughout the Assembly day.
- Supervising table and chair setup, as needed, according to the approved floor plan.
- Setting up a smoking area with sand buckets or cans for safe disposal of cigarette butts.
- Ensuring that beverage spills are swiftly cleaned up to maintain safe walking conditions on the floors.
- Ensuring that the restrooms are kept clean and well-stocked, serving as a liaison with the venue janitorial staff, if applicable.
- Disposing of trash and recycling, adhering to the facility rules for waste management.
- Fulfilling the facility's end-of-rental requirements and restoring the venue to its original condition.

1. PRE-ASSEMBLY PLANNING

A draft floor plan will be provided by the Assembly Coordinator. Ask your Assembly Chair if facility staff will set-up the tables and chairs or if you need to recruit a volunteer crew for the task. If so, you will be your responsibility as Facilities Chair to supervise the set-up crews, making sure that their work adheres to the approved floor plan. When scheduling volunteers, keep in mind that access to the venue may vary, with some places granting access the day or night before and others only a few hours before the Assembly starts.

You will also need a clean-up crew to help return the venue to its original condition. Don't assume that people will stick around and help with clean-up, it is always best to recruit and schedule a team of volunteers specifically for the end of day.

2. TABLE AND CHAIR SETUP

In venues where we are responsible for setting up tables and chairs, your initial responsibility is to oversee this setup and ensure that your volunteers adhere to the approved floor plan. While setting up, it's crucial to maintain clear aisles, with a minimum width of 3 to 4 feet between rows and 4 to 6 feet across aisles, allowing adequate space for wheelchair access.

You'll also need to coordinate the setup timing with the Decorations Chair, who's in charge of table coverings and decorations. A helpful suggestion is to merge your team of volunteers into a single setup effort rather than having separate Facilities Set-Up and Decorations teams. If that's not feasible, ensure that Decorations volunteers arrive at least 90 minutes after the initial setup of tables and chairs. This ensures that tables are set up before they're covered with kraft paper or tablecloths, making it easier to adjust without covers in place.

3. DESIGNATED SMOKING AREAS

When planning for an Assembly, it's important to designate accessible smoking areas to ensure everyone's comfort and safety. Ask in advance if the venue has a designated smoking area with receptacles for disposing of cigarette butts. If not, you will need to designate a smoking area for Assembly attendees and bring signs and some buckets filled with sand for cigarette disposal.

In California, smoking and vaping is prohibited indoors and within 20 feet of the entrance and exit. Some venues don't allow smoking anywhere on their property, including the parking lot. CNCA may receive a hefty fine or lose some or all of our deposit if property smoke rules are violated. School districts are especially strict about smoking on the grounds and will end an event early if someone is found smoking onsite. In such cases, it is suggested that volunteer smoking monitors be assigned throughout the day.

4. RESTROOM MANAGEMENT

Recruit a pair of volunteers, one male and one female, to conduct regular restroom checks. They are responsible for ensuring a consistent supply of essentials like toilet paper and paper towels. Depending on the venue, CNCA volunteers or on-site janitorial staff may handle restocking. Even in facilities with janitorial service, bathroom volunteers play a crucial role in communication regarding restocking and cleaning needs.

5. SPOT MOPPING SPILLS

Know in advance where cleaning supplies are stored, including a broom and mop. Regularly patrol the aisles, looking out for coffee and beverage spills and other messes. Whenever possible, promptly mop up a spill or if the venue has janitorial service, communicate with them promptly when cleaning is needed. You are the primary liaison with the venue's janitorial staff; ask for a cell number or a regular location where you can find them.

6. WASTE MANAGEMENT

You are responsible for supervising the disposal of trash and recycling. Make sure you understand the facility's waste management guidelines, including the location of trash cans, recycling bins, and dumpsters. Occasionally a venue will have strict rules about preventing contamination with non-recyclable items, and your crew may need to carefully sort the recycling before the end of day. Some venues require us to take our trash to the dump at the end of day. Find out as much as you can in advance about the venue's rules and expectations for waste management.

7. END OF DAY CLEAN-UP

As you approach the end of your event, you should coordinate with your team of volunteers to handle the cleanup tasks and ensure that the venue returns to its original condition, as specified in the rental agreement. Once the venue is returned to its original condition, you'll conduct a final walkthrough alongside the Assembly Chair and Assembly Coordinator. This step ensures that everything aligns with expectations and reflects the Area's commitment to leave a positive and respectful impression on the venue and its staff.