



# UUCA Building Safety & Host Manual

Unitarian Universalist Church of Arlington  
Summer 2018

## **IMPORTANT INFORMATION & CONTACT**

UUCA is located at 4444 Arlington Blvd., 22205  
The landline phone number is 703-892-2565

## **BUILDING EMERGENCIES AFTER HOURS**

Paul Kearney, Facilities Manager 540-229-0563  
Tamara Srader, Acting Chief Administrator 571-882-2866

## **EMERGENCY CONTACTS**

Police, Fire, Ambulance 9-1-1  
Poison Control 1-800-222-1222  
Non-Emergency Police/Fire 703-558-2222  
Arlington County Information Line 703-228-3000  
Alarm Tech Solutions (Fire Alarm) 1-800-877-3624  
UU Trauma Team ([www.traumaministry.org](http://www.traumaministry.org))  
1-866-760-3332  
Pastoral Care 703-892-2565 ext. 245

## **UTILITIES**

Dominion Power 1-888-366-4357  
(Call from UUCA landline if possible)  
Washington Gas Company 703-750-1400 or 800-752-7520  
Arlington County Water 24 Hour Emergency 703-228-6555

Note: Building closures for inclement weather, power outage, or emergency are announced on the UUCA Facebook page and Twitter account.

## FACILITY USE GUIDELINES

### Building & Event

1. All events held in our facility must fall within our mission to Connect, Grow, and Serve. UUCA welcomes exclusively individuals and organizations that do not discriminate on the basis of age, race, color, sex, disability, affectional or sexual orientation, gender identity, national origin, economic status, or political affiliation.
2. No signs, photographs, sticky notes, or other items may be displayed on the building walls, woodwork, doors, or glass, or on furniture, including podiums. No adhesives of any kind may be used on any surface in the building. This includes painter's tape and other tapes, adhesive putty, staples, and tacks. Flip charts or easels may be used for signage or displays.
3. Decorations must be placed with care to avoid damage and may not be hung from or attached to any light fixture. No mylar or metallic balloons are allowed in the facility. (These can short out the lights.) Confetti of any kind and rice are prohibited. After the event, groups must remove all decorations. Debris should not be left behind.



4. Music and entertainment must be kept within reasonable limits such as not to disturb neighbors or other events held concurrently. All entertainment must end no later than midnight.
5. UUCA staff provides setup of tables and chairs only if the setup can be done during the custodians' regular work hours and complete instructions have been submitted by the Thursday prior to the event day. Group leaders are responsible for lining up other items and supplies.
6. Chairs and pews in the Sanctuary are painstakingly arranged to comply with the Americans with Disabilities Act and fire codes. These may not be moved without the approval of the Facilities Manager.
7. Use of electrical extension cords or power strips requires prior approval of the Facilities Manager.
8. Only trained and approved audiovisual technicians are allowed to operate installed audiovisual systems in the Sanctuary, Center, Fellowship Hall, and Activity Room. Groups are responsible for recruiting their own

volunteers from an approved list which can be obtained from the church office.

9. Glass folding doors to the Sanctuary and Fellowship Hall may be opened and closed by UUCA staff only. Only facilities staff may open the retractable platform in Fellowship Hall or close the room dividers in the Activity Room. Blinds in the Activity Room should be raised and lowered with care. Blinds in the Center Gallery may be lowered only by facilities staff. (These are partly inoperable, fragile, and ridiculously expensive to replace.)
10. The hearing assistance device cases in the Sanctuary and Center Gallery must be left OPEN and plugged in at all times. (These are charging stations and can overheat and catch fire.)
11. Outside doors may be held open only for loading and unloading. They may not be otherwise propped or left open. Windows should remain closed and locked at all times. (Folks often open windows when it is hot without realizing that the blast of cool air causes the heater to kick on.) The HVAC system is a sophisticated and temperamental beast.



12. UUCA is a smoke-free facility. No tobacco, vape, or e-cigarette use is allowed anywhere in the building.
13. No food or beverages other than water in closed containers are permitted in the Sanctuary, Chapel, Room 13/15, or Room 16.
14. Food preparation and cooking are prohibited in the UUCA kitchens without prior approval and kitchen orientation.
15. Whenever food is served, groups are expected to clean up. Leftovers should not be left in kitchens unless arrangements have been made through the UUCA office. Tables should be wiped and floors swept.
16. Groups should take all trash and recycling to the service yard bins. Recycling cannot be placed in plastic trash bags in the service yard recycling bin or the entire bin will be rejected and someone (most likely our beloved custodians) WILL HAVE TO CLIMB IN THERE TO SORT THINGS OUT.
17. UUCA is a green facility. Foam plates and cups are not permitted.

18. Coordinators and group leaders must be mindful of the safety of guests. Children are required to remain within the reserved room or rooms. Children and youth must be supervised by a responsible adult at all times. There is no running in the hallways.
19. If attendees or guests engage in destructive, dangerous, or illegal behavior, the Arlington County Police Department should be called. Disruptive parties should be asked to leave the property immediately. Fire alarms automatically summon the Arlington County Fire Department.
20. Any injury, or damage to the building, furniture, or grounds, or concerning incident must be reported to UUCA staff in writing and within 24 hours.
21. Coordinators and group leaders are representatives of the church and responsible for adhering to our Congregational Covenant, for ensuring compliance with UUCA policies, and for protecting the material assets of the community.



### Alcohol

1. UUCA staff must be informed in advance of the intent to serve alcoholic beverages at an event.
2. No alcoholic beverages may be stored or left in the facility unless arrangements have been made with the staff to store them securely.
3. Only beer and wine in bottles or cans are allowed in the facility. No kegs, no hard liquor, mixed drinks, alcoholic punch, or other alcoholic beverages are permitted anywhere on the property.
4. Alcoholic beverages may only be served by responsible individuals, over the age of twenty-one, who are not consuming alcohol. Servers are responsible for the control and dispensation of all alcoholic beverages. Serving alcohol to anyone under the age of twenty-one is prohibited.
5. In addition to the rooms where food and drink consumption is prohibited, alcoholic beverages may not be served or consumed in any of the classrooms.

6. No alcohol may be served after midnight. Beer and wine must be removed from the premises—and not left behind—when the event is over.
7. The sale of beer and wine on UUCA property requires a Banquet License issued by the Commonwealth of Virginia ABC. The group or renter is responsible for acquiring this license. A copy of the permit must be submitted to the office in advance of an event and the permit must be on display on event day. IDs must be checked for each beverage purchase.



### Kitchen Orientation

1. Extreme care should be exercised with regard to food handling and safety.
2. Hand-washing sink is for hand-washing only.
3. The kitchen should be left clean, dishes washed, sinks clean, counters wiped, and floors swept and, if necessary, mopped. All dishes and utensils should be dry and put away. Soiled kitchen linens should be taken home, washed, and returned within a week.
4. Food should be scraped into trash containers and not

- put down the disposers.
5. Large disposer is directional, remove rubber ring for final clean.
6. Directions for the three sink sanitation process are located on top of the dishwasher.
7. Make sure sink sprayer is OFF when not in use.
8. Put nothing in ice-maker including bags of ice. Do not leave scoops in the ice-maker. Decontamination of the ice-maker requires defrosting and disinfecting.
9. Locate fire suppression systems and alarms. Do not block the fire extinguishers with carts, trash cans, bins, or other items.
10. Exercise caution with oven doors. Slamming may extinguish pilot lights.
11. Locate hood vent on/off and hood light switches.
12. Only trained individuals may operate the dishwasher and coffee makers.
13. Dishwasher takes at least 20 minutes to heat up. Scrape ALL food into trash. (This includes batter, kids. Hot water cooks pancakes and a gummy pancake clog may necessitate an expensive repair.) Soap feed is automatic – DO NOT add additional soap.
14. Coffee-makers also take at least half an hour to heat. Follow printed directions carefully. Coffee urns are not as sturdy as they look and are expensive to replace. Rinse all items thoroughly and leave to dry.
15. In case of a breaker or fuse issue DO NOT ATTEMPT TO RESET THE CIRCUIT. Call Paul or Tamara for instructions.
16. Complete post-event checklist when done.
17. Promptly report any incident, damage, or other issues to office staff.

## Emergency

1. Be Prepared.
2. Have your phone with you at all times.
3. Maintain aisles and keep doorways clear. This includes parking of walkers, strollers and wheelchairs.
4. Know where fire extinguishers and alarms and defibrillators are located.
5. Don't try to fix things as you would at home. Small problems can be made worse. Don't go looking for the circuit breakers.
6. First responders can access all building keys via a Knox Box outside the lower level doors.

## Evacuation

1. If evacuation of the facility is necessary (fire, bomb threat, power outage, etc.), direct people to the nearest exit.
2. People should leave the building immediately and not go searching for loved ones. Children and others on another level should evacuate directly to the playground and families should reunite there rather than creating dangerous congestion in the stairwells and hallways.
3. Keep an eye on attendees and identify those who may require assistance in an emergency evacuation. Remember that only the main entrances are handicap accessible.
4. Coordinators are the last to leave.
5. Remember, the fire pulls will summon ACFD.

## Medical Emergency

1. Call 9-1-1. Do not assume someone else made the call.
2. Have someone meet first responders outside the lower level lobby doors to direct them to the patient.
3. Do not defer to a person who is injured.
4. Locate health professionals. "Is there a doctor in the house?"
5. Do not fear the defibrillator.
6. Keep a sharp eye on attendees and identify people who may need extra assistance.
7. Basic first aid kits are located in both the Main Kitchen and the Activity Room Kitchen, in the Copy Room, and in the Lower Level Lobby.

## Power Outage

1. **Evacuate.** If the power goes out, so do the phones and the fire suppression systems. It is neither lawful nor safe to remain in the building. If the power comes right back on, we can reoccupy the building, but a prolonged outage (20 minutes or more) requires rebooting and inspection of various systems before the building can be reoccupied.
2. Check the elevators and call 9-1-1 if anyone is trapped.
3. Call Dominion Power (1-888-366-4357). Then, call Paul (540-229-056).

## Intruder

1. Carry your phone with you at all times.
2. Be alert and aware at all times. Keep your eye on the entrances.
3. If you need to confront someone, do not do so alone.
4. Run. Hide. Fight.

## Post-Event Checklist

### Kitchen

- \_\_\_\_\_ Food waste scraped in trash receptacles, not down disposers
- \_\_\_\_\_ Soiled linens removed
- \_\_\_\_\_ Tables wiped
- \_\_\_\_\_ Dishes or utensils have been washed, dried, and put away
- \_\_\_\_\_ Sinks are clean
- \_\_\_\_\_ Checked to make sure any appliances (tea pots, popcorn poppers, etc.) are unplugged
- \_\_\_\_\_ Coffee machines and urns are thoroughly rinsed and stored
- \_\_\_\_\_ Refrigerators and freezer checked; doors are closed properly
- \_\_\_\_\_ Burners, ovens, and warmer are off
- \_\_\_\_\_ Ice-maker checked to make sure nothing has been placed inside
- \_\_\_\_\_ Checked sink sprayer and other faucets to make sure that they are off

- \_\_\_\_\_ All leftover food, beverages, and bagged ice removed from premises

### General

- \_\_\_\_\_ All decorations and belongings have been removed from premises
- \_\_\_\_\_ All recycling taken to recycling bin in service yard (no plastic trash bags!)
- \_\_\_\_\_ All trash taken to dumpsters in the service yard and can liners replaced
- \_\_\_\_\_ Floors swept and, if necessary, mopped
- \_\_\_\_\_ Room(s) inspected for damage
- \_\_\_\_\_ Bathrooms inspected for damage or mess
- \_\_\_\_\_ Checked building, turned out lights, and checked and locked all doors
- \_\_\_\_\_ Reported any injury, damage, or other incidents or concerns to staff\*

\*Any injury, damage, or other incidents must additionally be documented to staff in writing within 24 hours.

## UUCA Congregational Covenant

We covenant with each other, promising our goodwill and honest effort, pledging our care and support to one another and to our church community, challenging one another to live in accord with our Unitarian Universalist principles. With this common purpose as our source, we covenant:

1. to welcome all who come to us with acceptance and respect for the differences among us;
2. to practice patience and speak the truth directly and with compassion;
3. to reflect carefully about the potential results of our words and actions before we speak or act;
4. to keep our discussions to topics and issues rather than personalities;
5. to acknowledge that we may not always agree with the group decisions, but we will support and participate in decision-making processes that are collaborative and democratic;
6. to seek to resolve disagreements to our mutual satisfaction and ask for help when needed;
7. to speak directly to those with whom we have disagreements;
8. to facilitate direct communication between parties in conflict, when appropriate;
9. to act with loving kindness, seeking to promote justice, equity, and compassion;
10. to speak out with loving kindness when we witness disrespectful interactions;
11. to understand that building our beloved community requires learning and practice.



**UNITARIAN UNIVERSALIST CHURCH**  
OF ARLINGTON VIRGINIA

A Place to Connect, Grow and Serve

[www.uucava.org](http://www.uucava.org)