

# TEAM OF THE WEEK

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***Taking care of the ADF premises for one week and organize the community breakfast on Tuesday.***

**for whom:**  
The whole team.

**when:**  
1 team/week,  
throughout the whole  
year.

## **WHAT?**

For one week your team is going to be in charge of taking little extra special care of our lovely DF premises. This is your team's chance to get to know the whole place in and out, be part of the DF community and make yourself and your team known for the whole DF family.

## **HOW?**

- building the community
- seeing DF from different angle
- opportunity for making your project visible
- user testing

PdP is the the biggest class operating in DF and at some point you will also appreciate the fact that you are able to find the tools and that there is some clean mugs at the kitchen.

When everyone does a little, it keeps us going for a quite long time! Our mothers don't clean here after all!

## THE MAIN TASKS:

1. Few team members to **show up everyday latest at 7:30** to check out the building according the instructions. Should take around an hour to fulfill the duties. On Friday the duties might take a bit longer.
2. Organize the DF breakfast on Tuesday. This is a great opportunity to tell about your project and maybe even do some user testing.

### NOTE!

**This task is brilliant for team building, so all team members should participate!**

### KAFIS

- Start & empty washing machines first in the morning or late in the evening.
- Remove irrelevant papers and other stuff from the tabletops.  
Clean with wet towel when needed.

### STAGE

- Check that ADF laptop and projector remote are on the speakers stand.
- Check also that the stand is in the middle of the stage.

### SPACES OVERALL

- Bring ADF mugs to washing machine.
- Clean whiteboards. In case of permanent markings, report ADF staff.
- Collect trash, irrelevant items and papers to trash bins.
- Collect lost property to Cloakrooms Lost & Found section. Bring valuable items to staff wing or to the Lobby Shifter.
- Check and clean the Main Entrance loading dock (remove garbage, cans, bottles, cigarette butts, and other items)
- After office hours: switch off lights, close windows, and release any blocked doors. During winter make sure that snow and ice don't block the doors.
- Safety comes first! Advicse others kindly, if you notice risky behavior.

### PROTOBUNKER

- Check and sort out the tools by the color every day. On Fridays report broken or missing tools to Machine shop staff.
- Fix disorder in Supply Cave.
- Remove trashes and sawdust from tabletops.
- If "work under construction" has no sign of owner, please leave a kind note!
- Empty full trash bins & other big trash items to the orange energy waste container outdoor on Fridays.

### WOOD SHOP

- Remove trashes and sawdust from tabletops.
- On Fridays: empty full trash bins.
- Check and sort out the tools by he color every day. On Fridays report broken or missing tools to Machine shop staff.

### PAINT SHOP

- Empty full trash bins
- Remove old table cover papers and replace with new on Fridays.
- If drying paintwork has no sign of owner, please leave a kind note!

## **Breakfast at DFfany's @ Kafis every Tuesday at 8.30-10.00am**

It takes about an hour to prepare the breakfast when three (3) people are cooking, so if you plan something special make sure to have sufficient time. You can spend the breakfast time promoting your project or making user research, but please remember that people also like to enjoy their breakfast while talking with each other, so there is really no need for presentations.

Typical spending cost is around 65 Euro for 30 people, but if there is PdP or IDBM lectures or events on the same morning, you might have more. When you are expecting more than 30 people for the breakfast, prepare 25% more.

Use your common sense while shopping. E.g. if the tomatoes are horribly expensive, you may get something else instead. Remember to take advantage of what is already available in Kafis and in the Catering room and spend wisely as you must aim to sell as much as you spend.

### **Friday**

- Send a picture/text that can be used to promote the breakfast on the Design Factory Facebook-site.

### **Monday**

- Get the money and example grocerylist from the Lobby.
- Check if there are some groceries from last week in the Catering room, which you could use. Remember that you can also use the flour, sugar etc. from Kafis.
- Buy the groceries. Use the shopping bags with wheels, which can be found from the catering room.
- You may also put the dishwasher on, so that there will be plates and glasses for the next morning.

### **Tuesday**

- Come around 7.30am, breakfast should be ready by 8.30am. Place the Coffee Tag next to the coffee machine.
- Use the "Breakfast at Tiffany's" tin box to collect the 2,50 euros payments.
- Clean up and empty the dishwasher after the breakfast.
- Count how much money the breakfast gathered (write in post-it in the money box) and return the breakfast money to the Lobby.





## **Example groceries circa 65€**

- 3 cucumbers**
- 15 tomatoes**
- 2 lettuce bundles**
- 4 apples\***
- 4 oranges\***
- 6 bananas\***
- 1 pkt dark grapes\***
- 2 x 15 eggs**
- 2L UHT milk**
- 1L flavored yoghurt**
- 3 bags pre-baked rolls**
- 4 bags Rye bread  
(Reissumies)**
- 500 gr digestive biscuits**
- 1 pkg corn flakes cereal\*\***
- 1 kg Raspberry jam\*\***
- 6L Rainbow juice (3 orange,  
3apple)**
- 1x 400 gr Butter/Margarine**
- 2x 400 gr X-tra edam  
cheese slices**
- 2 x 300 gr boiled ham**
- Salami \*\***

\* You can also choose other fruits

\*\* There is usually a package of porridge, salami, jam and cereal in the DF breakfast boxes in the catering room