

## **Team of the week instructions**

### **What?**

Each week one PdP team will be responsible of our beloved Design Factory. The teams will take care of DF for a week and make breakfast on Tuesday.

### **Why?**

More exposure for your team and project, understand what goes into keeping DF running, and to help Vesku a bit.

### **How?**

You will be responsible for Design factory for a week. This means that every day from Monday to Friday someone from the team will come to DF either early in the morning (before 8) or late at night (after 10) to make rounds of the facility, arrange, clean up, and check up on things. Here is a list of things you should do:

- Collect coffee cups, put them in the dish washing machine and turn it on, and empty it if it's full,
- Arrange the kitchen, wipe the surfaces, empty/turn on the washing machines,
- Wipe the whiteboards around DF. Don't wipe if there's a note to not wipe away,
- Rearrange the furniture in the rooms,
- Rearrange the tools in Proto Bunker,
- If at night turn off the lights,
- If trashcans are full empty in the dumpster in the parking lot and replace the trash bag,
- Close all the windows,
- If you see dangerous behavior advise kindly to be more careful,
- If anything is broken or missing report to Vesku,
- Leave a note on projects that aren't properly marked,
- **LEAVE ME310 LOFT ALONE.** You do not need to clean up the loft. The loft is in Puuhamaa.

A fun map of activities is attached.

-Bijan