

Glacier Creek Preserve: Information on Use and Resources in *The Barn at Glacier Creek*

14 April 2017

The *Barn at Glacier Creek* is ADA compliant with elevator access to all floors. Internet ports and wireless access (password = *glaciercreek*) are accessible throughout the Barn. Teaching space includes the Loft (2nd floor), the Field Lab (lower level), and the Main Floor (1st floor). The Loft, which can accommodate up to 53 individuals, is assigned mostly for meetings or large, non-field classes. In the Loft, there are ten, 6-ft. tables and enough chairs to accommodate the table space. Please do not use stacked chairs unless needed since they are not well designed for use with food items. The Loft includes a media cart for power point and other projection and a telephone line. The Field (wet) Lab, which includes counter space and three sinks, has direct access to the outside. The Main Floor, which includes a wall-mounted computer screen, is mostly used for display space but can accommodate small classes. Next to the office on the Main Floor is a kitchenette with sink, micro-wave, and a refrigerator in which to temporarily store food items. We do not provide food or drink but you are free to bring whatever you need for your group. When you depart, please take all food and drink items with you. Water fountains and restrooms are located on the 1st floor. **Note that we have successive users but do not have daily custodial support from UNO, consequently we need you to leave the Barn as clean and as organized (i.e. arrangement of tables and chairs) as when you arrived. A clean-up checklist is provided in the Loft to help you in this effort.** Feel free to contact the Preserve Office via e-mail (unoglaciercreek@unomaha.edu) or phone (402-595-1175) with any questions you may have in developing your meeting or class plans.

The Barn at Glacier Creek Preserve Facility Use Cleanup Checklist

NOTE: We are not staffed to provide regular cleanup for the Barn so have developed the following guidelines. They are intended to ensure that, when you leave, the facility is as clean as you expected it to be when you arrived, and ready for the next group.

- Place all food and non-recyclables in the trash receptacles (black colored containers) and all recyclables in the recycling receptacles (blue colored containers) then remove the plastic sacks and place them outside in the labeled receptacles located south of the old, white garage building located south of The Barn. Replacement plastic sacks are in the cabinet in the Loft.
- Take all leftover food and drink with you.
- Wipe off tables and counters used. All purpose cleaner and paper towels can be found in the cabinet in the Loft and below sinks in the Field Lab and kitchenette.
- Generally sweep floors and clean up spills so food does not remain on the floor overnight. University custodians will do a more complete cleanup but they do not come by The Barn regularly.
 - Brooms and a dustpan are located variously around each floor.
 - Paper towels in cabinets may be used to clean up any spills that need immediate attention.
- Straighten tables and chairs so they are as you found them (three rows of three tables) with chairs placed under them.
- Turn off the computer and projector and roll up the projector screen.
- When the above are completed, please contact one of our staff who will check you out and make sure doors are locked, etc. If you're unable to locate staff and you're the last one in the building, please turn off lights and lock doors. The doors are locked when the lock switch is in the horizontal position and the door is tightly closed.

THANK YOU FOR YOUR ASSISTANCE.