R.E.A.C.H. Onboarding

Contractors Procedures On Using Kingston Campus

LOCATION: Kingston Campus - (Former Church Triumphant Building) - Main Entrance

ADDRESS: 4496 State Route 180 - Kingston, Ohio 45644

PHONE: (937) 768-5634 or (740) 649-2437 - **Shawn Strange**, Administrator of Operations

Braun Lowery, Men's IOP Manager - (740) 856-5032

Procedures

Entering the Building:

On the front door of the entrance to the building, there is a Realtor's Lock Box attached to the door knob. The box is accessed by a combination to open the box. **CODE: 7030**

Retrieving the key: To unlock the door, (Please **DO NOT KEEP** the key on your person, as it's the only key to lock/unlock the door, and it's easy to forget and take it home with you) spin the dials, to the proper combination **CODE: 7030** (in order from left to right). Once the numbers are in order the box should open, the key should be in the box to open the door. If not, you can contact the staff members at the numbers referenced to at the top of the page. Please remember to scramble the dials on the code, so no one that comes behind can see the code to the building.

Trick to getting the key out of the lock: When taking the key out of the lock, there is a trick to getting the key out. In the very center of the keyhole, there is a small round circle where you place the key, and it has a give to it, and causes the key not to come out. You have to push that little circle in, (with the tip of your fingernail) when the key is inserted, before the key will release.

Safety: After your client has arrived for their session, you may want to lock yourselves in the building for safety purposes, as it is a large facility. Remember there are no home based phone systems for emergencies. The only form of communication is your own phone or your clients.

Locking up: Remember, you should always scramble the combination after each use of the door, so that no one coming behind you can openly see the combination to the building.

Building Policies: Please remember, that you as the staff member, you are responsible to clean up after yourself and your client/clients. It is your responsibility to shut off all the lights in the building, (including the bathrooms) and relock the door before you leave the premises, even if other staff are still in the building. If you had any issues with the building that you would like to report, you can call the above numbers, or leave a note in the mailbox, (on the door) of Shawn Strange, Administration hall of the building, office number 22.