

EMERGENCIES:

Plumber:

Mike Bertolino & Co

Phone: (757) 481-0900

Mike (the old guy - very gruff) Cell: 757-714-5071

NOT JIM

Notes:

- *Will do emergencies - if unavailable, please ask for another emergency recommendation.*
- *If toilets do not work - we must contact renters to let them know AND CANCEL ALL CLASSES. Kids have to be able to go to the bathroom.*
- *In House Attempts:*
 - *Plunge both toilets*
 - *Plunge the shower drain*
 - *Open the White Drain Cap by the right side of building behind bush and plunge*
 - *Open white drain cap and allow it to outflow.*

General Repair:

- Carl (Lauren's husband) 410-446-3242
- Jake (Kathleen's husband) 828-406-9664

Notes:

- Most things can be generally handled with a bit of coverup until a major fix is needed.
- Don't panic! Things fall apart sometimes, just set it aside, clean up etc.

LAWN:

Landscaping issues such as Debris, Hauling, leaf removal etc.

Jarquella Jones (Quel): 757-975-6680

Snow Removal:

JR: 804-240-9472

Have contacted companies to do a contract for ease instead of chasing as well as pre-salt/pre-storm conditions.

Cleaning:

Jake DuVernois (Kathleen's Husband) - 828-406-9664

Sara Oxendine (parent) -

CANCELING CLASSES:

- Contact LAUREN: I will make a call and let you know.

- Cancellation Calls typically work as such:
 - Decision made by 1 pm each day / once open will remain open (after initial closing)
 - Schools Closed all day - studio closed - within reason, will open if schools are still closed - studio may open after several days if teachers can make it and roads are clear.
- Notification re: Closing:
 - Post on IG and Facebook
 - Post on website in top banner
 - Squarespace - Marketing - Announcement Bar - enable announcement bar - edit info and save. *Don't forget to change or delete later.*

MAIL:

Please find a place or a small box to store mail. Will pick up 1x weekly or send someone to do so.

SUBSTITUTE TEACHERS:

- Oftentimes these are emergencies and they really suck, they also derail the entire day's tasks in order to find a sub.
- USE THE SUB LIST TO NO END - text everyone and anyone despite posted availability. Text is Best! Use Google Voice from the office@
- ***Start with our current teachers***
- We have updated the sub list and included a "Genre" sheet in order to pinpoint the strongest teachers in each area.