

NAMASTE

north

Energy Exchange Program Handbook

Purpose of the Program:

The purpose of the Energy Exchange Program is to make Namaste North class accessible to those who would otherwise find it difficult to afford a membership. This program is designed to build, enrich and give back to our community. It is a program that is meant to be equally beneficial to the studio and as well the Energy Exchanger, ie; an equal and mutual exchange of energy where both parties benefit. Energy Exchangers agree to cleaning the studio once a week for a minimum of a 6 month period, or providing other specific services to the studio (ex: hot room steam cleaning, massage, live music, managing supplies) in exchange for an Unlimited Membership.

Purpose of this Handbook:

This handbook is intended to be the go-to resource for all information related to the EE Team and its operations. All information, policies and procedures should be linked in this handbook. If you believe any information is missing or inaccurate, please contact me at operations@namastenorth.com as soon as you can.

Current Energy Exchange Participants

- [EE Contact Info and Designated Shifts/Role](#)
- [EE Extra Tasks](#)

Energy Exchange Documents

Agreements

- [EE Agreement](#)
- [Key Holder and Security Agreement](#)

Documents

- [Washing Machine Instructions](#)
 - [Setting a Delayed Wash](#)
 - [Dryer Settings Instructions](#)
- [Cleaning Solution Recipes](#)
- [Melaleuca Cleaning supplies](#)
- [Studio Supplies Checklist](#) / [Essential Oils We Buy](#) (restricted access)
- [Energy Exchange Cleaning Checklist](#) / [Cleaning Checklist Spreadsheet](#)
- [Member/Staff Towels](#)
- [Cleaning the Pilates Bands](#)
- [Cleaning the Restorative Blankets](#)

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- [Hot Room Steam Cleaner Instructions and Manual](#)
- [Hot Room Steam Cleaning SOP](#)
- [Hot Room Little Green Steam Cleaner](#) (for cleaning the podium)
- [Sebo \(vacuum\) Bag Change Procedure](#)
- [King Charles Vacuum Maintenance](#)

- [Refilling the Hand Towels](#)
- [Soap Dispenser Key](#)
- [Studio Automatic Front Door](#)

Policy and Studio Documents

- [Energy Exchange Benefits Policy](#)
- [Communication Policy](#)
- [Energy Exchange FAQ's](#)

Namaste North Health & Safety

- [Ontario Occupational Health and Safety Act](#)
- [Front Desk Emergency Contact Sheet Print Out](#)

- [Health and Safety Policy](#)
- [Health and Safety Policies and Procedures](#)

- [Fire Safety Policies and Program](#)
- [Fire Prevention Act](#)
- [Violence and Harassment Policy](#)
- [Anti-Violence Program](#)

- [Feedback Form](#) - May be completed anonymously

Other Important Information for EE Team

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