

Yom Kippur set-up, clean-up and shamash notes

Where things are stored:

CSS Closet - located between the bathroom and the entrance door that is close to the Gaebler. Used to store the sandwich board, name tags and some other things)

Old Torah storage closet - located opposite to the outer entrance door that is close to the Gaebler.

Gaebler cabinets - see attached diagram about what is where.

- **Torah reading table** - by the wall next to the Gaebler entrance.
- **Our Torah** is stored in a cabinet under the counter in the FUS copy room, located behind the desk by the main entrance to the Landmark. **Keys** (either key is fine) are in the tupperware with a red cover that holds the 'veshamru' cards, in top shelf of 3rd closet in the Gaebler and in the CSS mailbox by the main entrance to the Landmark. It is awkward to open and close the lock but with some futsing around it works. The Torah cabinet can be rolled to where the ark is with the Torah in it. Or you can take the Torah out and bring it to the ark. If you have any back problems, make sure you have help getting the Torah.
- **The Ark** - by the Landmark door that leads to the Gabler. Right side of the door, if you look from the Landmark towards the Gaebler.
- **Name tags** - in CSS closet
- **Shaarei Shamayim sandwich board** - in CSS closet
- **Rubber matt** - in CSS closet
- **Machzorim** - in old Torah storage closet
- **Tikkunim** - in Gaebler cabinet
- **Sidurim** - in Gaebler cabinet
- **Talitot, kippot** - in Gaebler cabinet
- **CSS promotional info** - in Gaebler cabinet + there will be new ones for HH
- **veshamru cards** - in Gaebler cabinet
- **CSS promotional info** - in Gaebler cabinet
- **Clipboard for info of new people** - in Gaebler cabinet
- **Torah cabinet key** - in veshamru cards taperware in Gaebler cabinet/in CSS mailbox by main entrance to the Landmark