

Instructions Morning Clean-up Team Summer PADS at Redeemer

(6:00 a.m. to Approximately 7:30 a.m.)

Thank you for supporting DuPage PADS' mission to end homelessness for each homeless individual in our community. Overall, 11 local churches plus volunteers from Adventist Hinsdale/LaGrange hospitals participate in the summer operation of this shelter. Your efforts are meaningful and very much appreciated. Although the shelters are the most visible part of PADS' activities, they are only the front end of their overall effort. By being involved you are providing shelter, safety and food to those most in need, but to learn more about the scope of DuPage PADS' overall activities and success ending homelessness, visit <http://dupagepads.org/wp/wp-content/uploads/2014/07/ImpactStatementFY16Final.pdf>

- Cleaning supplies, buckets, sponges and gloves are on the stage.
 - Cleaning solution for floors, pads, pillows and chairs is the same concentrate.
 - ♣ In the Janitor's Closet between the bathrooms.
 - ♣ Please dilute the solution (as indicated on the bottle) in the janitor's closet.
- Since the room is carpeted, the mattresses, pillows and chairs should be cleaned **ON THE BLUE TARPS**.
 - Lay down blue tarps (located on stage) and set tables as work benches to wipe down pads, pillows, etc. (It will save your backs)
 - You can ask guests to place their own used sheets in a pillow case and bring them to the stage. Put these complete sets into large trash bags on the stage for Laundry. Bag used guest and kitchen towels for Laundry.
 - Store blankets and wiped mattresses and pillows on the stage. Mattresses and pillows don't need to be completely dry
- All tables should also be wiped down using the diluted cleaning solution (including those in the hallway and the one used for registration)

- Mattress pads and chairs (top and bottom of chair seats and backs) should be wiped down on the tarps using the same diluted solution' and put back on the rolling racks.
 - Check the cabinets just inside the kitchen for any special table & chair setup instructions
 - Fold up any tables that are not indicated to remain up during the week and stack them on the flat table cart in the room to the right of the stage.
 - Wheel out the chair racks from the room next to the stage, place any Chairs that aren't to be set up for the week, and roll them back into the storage room.
- The kitchen and bathroom floors, should be swept and mopped using the disinfectant solution.
 - **Do not** mop the tile entryways to rooms 106 A – C or the tile in front of the pass-through window.
 - The mop, wringer bucket, and cleaning products are in the janitor's closet, between the two bathrooms. You will need to unlock the Janitor's closet using the PADS key.
 - Additional cleaning concentrate is located on the stage and in the furnace room adjacent to the kitchen.
- Women's and men's rest rooms should be cleaned with disinfectant (toilets, urinals, sinks, faucets, counter tops, stall and main door handles, toilet paper holders, etc. – i.e. anything that is touched) and mopped, and mirrors cleaned using the glass cleaner.
 - Cleaning kits are on the stage.
 - ♣ It is generally it is easiest to simply use disinfectant spray and paper towels.
 - ♣ Please do not put the paper towels in the toilet.
 - ♣ Additional supplies are located on the stage and in the furnace room (door to the right of the kitchen).
 - ♣ The toilet paper holder in the men's room requires a key that is on the key ring.
 - Bathroom trash and sanitary items should be taken out to the outdoor trash room.

♣ **NOTE** that there are receptacles for used feminine hygiene products in **BOTH** women's stalls. The one in the left stall is easy to miss as it is all the way to the rear of the left partition.

- Clean the drinking fountain and telephone (on the desk outside the kitchen) with disinfectant.
- Vacuum carpeted floors in all the rooms that were used, the hallways and up the steps to the outside doors.
 - The vacuums are in the furnace room to the right of the door to the kitchen. If you can not locate both vacuums, call our on-call weekend manager.
- If children's toys have been used, be sure to wipe them off with disinfectant and return them to the blue Children's Box in the stage closet.
- Double bag trash bags and insure they are not leaking liquids before they are carried across carpeted areas.
 - The trash room is located outside, by the northwest corner of the church. Trash should go on the left.
 - ♣ Recyclables go on the right in the blue containers.
 - ♣ Please note that recycling is taken out on Sunday, but trash is not. If the trash is blocking the door, it makes it difficult for the people to get at the recycling.
 - ♣ Please put the trash in the toters and put the recycling on the right, toward the front.
- Leave the PADS binder, guest list and volunteer log in the kitchen.
- See the final Close Up Checklist below.

LAUNDRY

- Please take the laundry with you on Sunday morning or arrange to pick it up by Monday morning.
- Return clean linens to the stage **by Wednesday evening**.
 - Return clean linens in clean bags, not the same bags that were used for the dirty laundry

PADS Close Up Checklist

Fellowship Room:

- Close/lock windows
- Turn off fans
- Turn off lights
- Set up as detailed in diagram posted in kitchen

Kitchen:

- PADS refrigerator empty of perishable food
- Trash/recycling outside
- Turn off gas to the cook top (yellow handle)
- Turn off lights, close/lock windows

Rooms 106 A-D:

- Turn off fans/lights
- Close/lock windows
- Set up as detailed in diagram provided in kitchen

Bathrooms:

- Garbage removed (including diapers and feminine products)
- Turn off lights

Foyer:

- Drinking fountain and phone cleaned
- Return Allen wrench for outside doors to hook in foyer
- Return PADS key to church office or leave on the side of the refrigerator