

Instructions for Cleanup Team

PADS at Redeemer

Summer 2018

Our thanks to you for supporting PADS' mission to end homelessness for each individual and family in DuPage County. The overnight shelters are the entry point into the broader overall PADS program of support, education and training that combine to end those individuals' or families' homelessness. Your efforts and commitment are an essential part of the success of that mission.

Clean Up Team (6:00 – Approximately 7:45 am)

1. Sunday morning setup diagrams will be posted on the kitchen cabinet doors immediately inside the kitchen door. Your Saturday night setup team may also have taken photos of the classrooms to facilitate their resetting during those months when Sunday school is still in session.
2. Cleaning supplies, buckets, sponges and gloves are on the stage. The cleaning solution for floors, pads, pillows and chairs is the same concentrate. It is in the Janitor's Closet between the bathrooms. Please dilute the solution in the janitor's closet.
3. Set up tables to clean pads, pillows, etc on. It will save your backs.
4. Since the Fellowship Room is carpeted, the mattresses, pillows and chairs should be cleaned ON THE BLUE TARPS (folded up on the stage near the cleaning supplies), using the cleaning solution. Store mattresses, pillows and blankets on the stage. They don't need to be completely dry
5. You may ask guests to bring their own used linens and blankets to the stage. Put them into large trash bags on the stage for Laundry. Bag used guest and kitchen towels for your laundry team.
6. All tables should be cleaned using the cleaning solution (including those in the hallway and the one used for registration) then taken down and stacked on the rolling cart in the room to the right of the stage. Chairs should be cleaned using the same solution and put back on the rolling racks. The racks are stored in same room as the tables
7. The kitchen floor, tile floor in front of the pass-through window, bathroom floors, and room 106D (if used) should be swept and mopped using the disinfectant solution. **Do not** mop the tile entryways to rooms 106 A – C. The mop, wringer bucket, and cleaning products are in the janitor's closet, between the two bathrooms. You may 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.
 - a. Please pour the disinfectant into the buckets only in the janitor's room.
8. Women's and men's rest rooms should be cleaned with disinfectant (toilets, urinals, sink counter tops, stall and main door handles) and mopped. Garbage and sanitary items should be taken out to the outdoor trash room. Cleaning kits are on the stage. 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.
 - a. Please use disinfectant on all places that are touched, such as flush handles etc.
 - b. Be sure to check and empty the containers for used feminine hygiene products that are located in the stalls
 - c. Place a new, clean plastic bag inside each receptacle
9. Please clean the drinking fountain and telephone (on the desk outside the kitchen) with disinfectant.
10. Vacuum carpeted floors in all the rooms that were used, the hallways and up the steps to the 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.
11. 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.
12. Check the cabinets above the PADS box in the kitchen for any special room set ups. If needed, a diagram with the set up will be posted here.

13. The trash room is located outside, by the northwest corner of the church. Roll the trash tote cart that is outside the kitchen door out to the trash room using the elevator. 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. Leave the PADS binder, guest list and volunteer log in the kitchen.
14. See the final Close-up Checklist below, which should also be posted in the kitchen.

LAUNDRY

1. Please take the laundry with you on Sunday morning or arrange to pick it up by Monday morning.
2. **Please return clean linens in sets by Wednesday evening** – Either separate flat sheets from fitted sheets or put sheet sets in pillow cases. This makes verifying linen counts and distribution of linens much easier for the next weekend.
3. Return cleaned linens to the stage in the downstairs Fellowship Room.

PADS Close Up Checklist

Fellowship Room:

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

Kitchen:

- Empty PADS refrigerator of perishable food
- Trash/recycling outside
- Turn off convection oven **after 10 min cool down**
- 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 to hook in foyer
- Return PADS key to church office or leave on the hook on the side of the refrigerator