**Set-Up & Tear-Down Checklist – Family Promise Volunteers**

**SET-UP CHECKLIST**

***Guest Rooms***

* Assemble cots in each room, one cot per person
	+ If the family has little children, set up pack-n-play. Some families have pack-n-plays in the trailer; we have extras in the storage closet
	+ Cots & mattresses are located in the trailer
* Ensure each room has a lamp
* Ensure each room has an empty, lined garbage can
* Turn on guest room heat to 65°
* Place a towel and washcloth at the end of each bed
* Ensure door window is covered with privacy curtain
	+ Extras are located in storage closet
* Place “St. John House Placard” in each room
* Place door tags on the outside of doors
* If necessary, sweep/vacuum and wipe down room
* Place carpet runners outside of each room
	+ Runners are stored in guest rooms

***Bathroom***

* Double check toilet paper and paper towels are stocked
* Double check bathroom is clean and tidy
	+ If necessary, cleaning supplies are available in janitor closet located in Koinonia Hall

***Main Living Space/Kitchen***

* Set up three tables and chairs
* Set up serving table near counter outside of kitchen
* Set up play area by ensuring couches are clear, rugs are present
* Double check supplies of paper plates, bowls, napkins and plastic cutlery
* Set up large floor lamp near couches
* Place air freshener in open space
* Plug in the Family Promise phone in the kitchen
* Unload any family’s bags from trailer
	+ If labeled, place in their rooms
	+ If not labeled, place in main living space
* Double check that contact information is displayed on whiteboard
* Double check facility schedule is on display in the kitchen
* Double check that the volunteer binder is placed in the kitchen
* Turn on heat to 68°
	+ Hallway thermostat & thermostat in west classroom

**TEAR-DOWN CHECKLIST**

***Guest Rooms***

* Take down cots and move to trailer
* Pack mattresses into cases and move to trailer
* Take out trash from each room
* Collect towels & washcloths in a large plastic bag, leave in main living space
* Take down door tags
* Place carpet runners back into guest rooms
* Vacuum and tidy up as necessary
* Turn of room thermostats

***Main Living Space/Kitchen***

* Put away FP phone in Family Promise Binder
* Put keys in the Family Promise Binder
* Send leftover food with families or put away/throw away/take home as expiration dates require
* Sweep, clean and sanitize kitchen and tables as necessary
* Take out trash
* Put away toys, crafts and puzzles
* Send Family Promise Binder with trailer/van to the next church