

Duties Set Up

Coordinators: Margaret Marsh 248-288-3411

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Mattresses and linens will be picked up at prior week SOS host church between 11:30 AM and 1:00 PM depending on availability.

1. Volunteer for setup Shift #1: 11:00 AM to 1:30 PM, Shift #2: 1:00 PM to 3:30 PM.
 - Volunteers (6) to pick up mattresses, linen containers, etc from previous church. Map and directions will be provided later. Time will depend upon their schedule. GUUSH could help.
 - Meet at BUC to car pool unless you receive information that you live near the pick-up church (then meet there if you wish).
 - Load truck at previous church.
 - Return to BUC. Help unload truck, help set up sleeping areas, Put bottom sheet on bed and case on pillow. Top sheet, blanket, towel and washcloth on bed.
Arrange linen storage containers in the gallery.
Put extra mattresses in Social Hall near kitchen storage closet.
2. Volunteer for 1:00 PM-3:30 PM linen distribution and bed making.
3. Sleeping areas max beds/room: Soc. Hall (w/ 2 storage rooms outside)=12 and full room=20; Pavilion=8; Large CR=5; Small CR=2; Small Classroom=6; Large Classroom=8+. See Paul for week's set up. Large CR could be TV room.
4. Set up walls with sheets for privacy. Please make sure walls cover all accesses, and sheets are overlapped and pinned for privacy. Walls should not cover North or South storage room doors in Social Hall.
5. Set Up leaders should check all sleeping areas for completeness including walls, window blocking, sleeping beds, bed numbers and location etc. Guest locations will be supplied by Paul. Set up (2) spare beds each for men and women.
6. Bed numbers must be taped to floor at the foot of each bed with masking tape.
7. Add (10) small paper drinking cups to all bathrooms used by guests.
8. Set up piano in SW corner of Social Hall, "red paper/blue tape all windows adjacent to sleeping areas upstairs and downstairs
9. Tables: (2) 8 foot long tables in NE corner of Social Hall for lunch prep, (2) 6 foot tables between kitchen doors for dinner foods, (2) 8 foot tables on East wall adjacent to kitchen for food supplies, coffee pots, utensils etc., and add small tables and chairs near piano for children activities.
10. All SOS signs with Margaret or Paul, post these as required.
11. See Paul Plante for safety light in Social Hall and Classrooms. Add safety light to Pavilion bathroom and anti-room.
12. Add shower curtains to men's and women's showers (M. Marsh has curtains).
13. Add night lights in Pavilion at bathroom entrance hallway, and in bathroom. See P. Plante for lights.

Author: Paul Plante

A) SMALL CONFERENCE ROOM SET-UP
Sleeping Room

1. Put the table in the copy room.
2. Put the chairs in the hallway to the commons.
3. Cover the window with butcher paper.
4. Add 1-2 beds with chair for each.
5. Note room is always cold. Consider guests who are affected by this. Add space heater (see Jim Shettel).

B) LARGE CONFERENCE ROOM SET-UP: TV

6. Put the tables in the foyer. One to be used for Check In. Two to be used for hosts.
7. Leave chairs in the room for TV.

C) LOWER LEVEL TWO CLASSROOMS
Sleeping Rooms

8. Depending on which guests will sleep in these rooms, it may be determined that some of the toys would best be covered. BUC staff should handle all toys before SOS set up. See Paul Plante if issues.
9. Cover the windows as needed with butcher paper.
10. Number of beds to be determined by coordinators after considering the guest composition.
11. Number each bed on floor at foot of bed.

D) PAVILION (Women's or Men's Sleeping Room)

12. Cover the windows with two horizontal strips of butcher paper using painter's tape.
13. Put the plants next to the window by the social hall.
14. Put the piano in the social hall. It must be kept plugged in.

15. Arrange rummage racks to provide a barrier to the sleeping area. Make entrance as small as possible to reduce overnight light from the adjacent bathroom. See picture/diagram.
16. Block wind from around and under the courtyard door.
17. Put clothes hangers out on rummage racks closest to sleeping area.
18. Arrange mats when available and supply them with 1 fitted sheet, 1 flat sheet, 1 pillow with cases, 1 blanket.
19. Number each bed on floor.
20. Cover water bottle so it is not used.
21. MAKE SURE ALL THE FIRE EXITS AND EQUIPMENT IS KEPT FREE AND OPEN SO IT CAN BE USED IF NECESSARY.

13) SOCIAL HALL

Women's or Men's sleeping area / dining room

1. Put tables up to use for serving meals – 2 for hot food service, 2 for coffee, drinks, dessert, etc. See diagram.
2. Put 2 tables along the North window wall to be used for lunch preparation.
3. Put up round tables – 7 to be used for dining tables. Arrange 6 chairs around them. See Diagram.
4. Take all the double rummage racks out of the rummage closet. If needed, take the non-folding racks from the lower level furnace room.
5. Set up all the racks so that one side is at its highest and one side to its lowest. The lowest side will face into the sleeping area.
6. Arrange racks so that there is a barrier between the sleeping area and the Dining area. See diagrams.
7. Put hangers on some of the racks on the inside of the sleeping area.
8. Put a chair next to each sleeping mat.
9. Arrange sleeping mats with linen – 1 fitted sheet (installed), and on bed add 1 flat sheet, 1 pillow in case, 1 blanket.
10. Put up bed numbers on each floor at foot of each mat area.