

Morning Shift 5:00 am-8:00 am

5:00 am

Keys

Keys are marked for ease of use:

- ❖ **Red** - Room 8 Hospitality Room, Kitchen, Kitchen supply closets, Case manager workroom
- ❖ **Blue** - Gym supply closet, Laundry room, Outside courtyard, Room 10 supply room (Janitor's Closet), Men's bath supply closet
- ❖ **Yellow** - Front door Small
- ❖ **brass keys** are for bathroom dispensers and trashcans

First Steps

- Sign in
- Complete or turn in confidentiality forms (1x per year).
- Enter volunteer hours on sign in sheet (every time you volunteer).
- Make a nametag with your first name on it.
- Review the Log Book and read notes from Task Force or prior shifts.
- Obtain keys from overnight shift volunteers.
- Review any problems and/or special needs. Get guest location map.
- Wake up people that have early wake-up calls still pending 6:00 am
- Overnight volunteers leave.
- Make coffee in small coffee pot in WHO cabinet under sign in area for early wake up guests.
- Morning shift monitors the area until 6:30 am
- Return the table and chairs in the entrance area to the appropriate locations (See picture next to sanctuary doors)

6:30 am

- Begin work in kitchen (QUIETLY, please)
- Open the kitchen door in the north hall
- Prepare 30 cups regular coffee in urn in kitchen (instructions on the wall) and move to Hospitality Room
- Start hot water in the small coffee urn (remove stem & basket) and move to Hospitality Room
- Gather breakfast item as needed from kitchen (bread, bagels, cold breakfast food) and bring to Hospitality Room
- Bring out juice, milk from fridge and breakfast items from the fridge and cabinets in the Hospitality Room
- Gather lunch bags onto to cart and take out and place by the Hospitality Room

6:45 am

- Unlock exterior courtyard door for smoking area
- Awaken all guests gently by turning on gym lights

7:00 am

- Announce to guests that:
 - No personal items can be left in the building.
 - If they plan to return in the evening, they should put their bedding in a plastic bag, mark it with their nametag, and put in the WHO storage area.
 - Everyone needs to be out of the building by 8:00 am

1 person

- Monitor breakfast in the Hospitality Room and the passing out of sack lunches

2 people

- Assist guests with gathering bedding
- Guests should put their sheets, blanket and pillowcase in a plastic bag. They must take all of their belongings
- Pass out a sanitizing sheet to each guest to use to wipe down their mat and pillow
- Assist guests with storing mats in the gym supply closet

8:00 am

- Guests depart. Make sure that guests leave the property completely.
- Complete final Fire Safety patrol.
- Lock front door. Check that all exterior doors are securely closed by pushing on them.
- Begin clean up. See list on next page.

Final Tasks:

- Record in log book any issues or problems that future volunteers should know about
- Return all log books, volunteer sign-ins, fire logs and all paperwork are cleaned up, filed where noted and stored in the WHO cabinet
- Make sure all int. and ext. doors are locked and lights are off in kitchen, hospitality room, gym & bathroom
- Be sure to turn thermostat to the 'OFF' position at the east gym wall by the entry doors (in white case)

Key Instructions for Morning shift

- Make sure the keys are returned to the lockbox near the WHO box in the entrance area

WHO MORNING CLEAN-UP CHECK LIST

Dear morning WHO Volunteers, please have a member of the team complete the following sheet. Check each circle, initial next to each area, and sign at the end. Please leave completed check list in the

logbook for the staff of St. Andrew. Thank you for your dedication to this ministry. It would not be possible without volunteers like you!

NOTE: Cleaning supplies are in the kitchen cabinet at the west wall.

Initials

_____ GYM

- All mats and chairs put away.
- Gym Swept. (Large broom found in gym store room.)
- Gym Supply Closet Door Looked o Thermostat to 'OFF' position

_____ FRONT ENTRY WAY

- Check-in table & chairs put away near coat rack
- Log Book, Volunteer Sign-in and all other WHO materials removed from counter and placed in lower cabinet to right of sink
- Counter clear of all WHO items o Entry way is tidy with all chairs pushed back under tables
- Floors, tables, and countertops are clean

_____ KITCHEN

- Counters are clean (all dishes put away)
- Food items that belong to WHO are away in the shelves and cabinets marked for WHO.
- All WHO supplies left on counter are on the correct side of the blue tape
- Coffee pots are clean
- Floor is clean
- Any food we are out of is noted in log book
- Trash has been taken out (Combination on dumpster is 5607)
- Recycling has been taken out. Break down all cardboard boxes. Take extra recycling away. (There is no glass recycling at St. Andrew. Put all glass in trash. Make sure all recyclables are cleaned of food)

_____ HALLWAYS

- Door to courtyard is locked
- Hallway floor is not noticeably dirty
- Small wall heaters in hallway by gym are off
- Foosball table returned to TV area, hand chairs returned to make a "fence" in front of TV area
- Appropriate classroom doors are locked (each door is labeled, Davis Room and Room 1 stay unlocked)

_____ BATHROOMS

- In both the men's and women's bathrooms:

- Toilet paper in each stall (more toilet paper is in Room 10, small brass key on key ring is used to open dispensers)
- Sanitize toilets, urinals, counters, sinks, handles, light switches and sweep floor. Mop as needed.
- Towel bin is empty and in bathroom
- Check showers for cleanliness
- Check that trash has been taken out and the trash bag replaced (small silver key on key ring)

_____ ROOM 8

- Clean breakfast items
- Clean and sanitize counters
- Sweep floors as needed
- Empty garbage as needed
- Make sure that floor has been mopped using only the designated cleaning solution found in the cupboard in Room 8
- Push all chairs back under tables

NOTE: Make sure all cleaning supplies are put back into the lower cabinet area in the Hospitality Room.

DUMPSTER: Put trash in dumpster which is located **across the parking lot on the southeast side of the building**. The dumpster code is 5607.

I have checked all of the above areas and they are in order.

Signature /Date /Time