

Room In The Inn Memphis

SET-UP CHECKLIST

SUPPLIES

Storage Container Name / Label / Description	Storage Container Location
Hygiene Table (2)	Under or on Hygiene Table along South Wall
Blankets (2)	Against West wall outside Supply Room Door
Extra Blankets (2)	Against North Wall (set bins out after beds are made)
Nylon Bags of Pillows (4)	Against West wall outside Supply Room Door
Sheet Sets	Against West wall outside Supply Room Door
Hand Towels & Washcloths	Against West wall outside Supply Room Door
Laundry Basket, Air Freshener	Men’s Restroom & Women’s Restroom
Feminine Hygiene Products	Women’s Restroom
Evening Activities	Against West Wall near Dining Area
Bottled Water	Kitchen in Refrigerator
Coffee	Kitchen

Supply Name	Storage Container Name	Storage Container Location
Tablecloths (Round Tables – Brown, Rectangular Tables – Tan)	Tablecloths & Aprons	Under Food Serving Table
Aprons	Tablecloths & Aprons	Under Food Serving Table
Hot Cups, Hot Cup Lids	Dinnerware	Under Food Serving Table
Salt and Pepper Shakers, Hot Sauce, Small Clear Plastic Bowls, Ice Scoops, Ice Bowl, Jar Candles, Name Tags, and Sharpies	Tablecloths & Aprons	Under Food Serving Table
Napkins, Plates, Knives, Forks, Spoons, Cold Cups	Dinnerware	Under Food Serving Table

SET-UP CHECKLIST

SLEEPING AREA

- Move storage containers and supplies **except Extra Blankets** from the storage room to the locations listed above in chart
- Remove room dividers from the storage room and place along East wall
- Uncover mattresses and fold tarp
- Move mattresses from storage room and place in Marian Hall according to diagram; place shorter mattresses along East wall for women
- Wipe off all mattresses using disinfectant wipes (Cleaning Supplies container)
- When mattresses are dry, make beds; sets of linen containing fitted sheet, flat sheet, pillowcase are in Sheet Sets container; blankets are in Blanket containers - **use Brown, Dark Green, Blue or Red blankets for guests and Red blankets for Overnight Shepherds**; pillows are in nylons bags
- Place a hand towel and washcloth at the foot of each bed; hand towels and washcloths are in Hand Towels & Washcloths container
- After beds are made, move Extra Blankets containers from storage room and place against North wall; fold nylon bags (which contained pillows) and place in Hand Towels & Washcloths container
- After beds are made, move the Sheet Sets, Blankets, and Hand Towels & Washcloths containers to the storage room

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HYGIENE TABLE

- Place tan tablecloths on tables
- Place bags at the beginning of the first table
- Tape signs to the table at beginning of the first and second table
- Place products from Hygiene container(s) in clear plastic containers on table according to the Hygiene Table Diagram
- Uncover containers containing socks and underwear; place lids under containers
- Cover items on table with sheets

MISCELLANEOUS

- Place bottled water and juice in refrigerator
- Place laundry baskets under the sink in each restroom; place air freshener and shaving cream (in men's restroom only) on the counter by sinks
- Place container of feminine hygiene products on baby changing station counter in women's restroom and tape sign to mirror
- Place 4 Bibles from library next to the Evening Activities container
- Place rolled bath towels in front of 3 sets of the outside doors to block the cold air from entering
- Place can for cigarette butts outside in smoking area

DINING AREA

- Set up 5 round dinner tables in eating area and 5 rectangular tables for food (1), beverages (1), and hygiene (3) according to the room layout diagram
- Place 7 chairs around each round table
- Pull the Hygiene Tables out 3 feet from the South wall; close South set of double doors to Marian Hall; open North set of double doors to Marian Hall
- Place brown tablecloths on 5 round tables and tan tablecloths on Beverage Table and Food Serving Table
- Turn on food warmer in kitchen
- Place cold cups and hot cups on Beverage Table
- Place coffee urn warmer and **drip pan** on Beverage Table; plug in warmer
- Place cream, sugar, and butter in small clear plastic bowls and place one bowl of each item on each round table
- Place salt and pepper shakers and a bottle of hot sauce on each round table
- Place a jar candle on each table; light candles at 5:40 PM
- Set every other place at each round table with a plate, silverware, and napkin
- Place extra plates in kitchen
- Place extra silverware on Food Serving table
- Make coffee (maximum of 2 pots) using coffee maker in the kitchen
- When coffee is done brewing, place coffee urn on warmer
- Fill bowl with ice from kitchen; place ice bowl with ice scoops on Beverage Table