

Southern Baptist Disaster Relief



Showers & Laundry Unit Manual

Disaster Relief Office, South Carolina Baptist Convention

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Introduction

The Southern Baptist Disaster Relief (SBDR) network provides volunteers to serve disaster survivors and provides logistical support to make disaster responses possible. Putting volunteers on the ground to serve requires that their needs be provided for so that they can serve others.

The needs of volunteers include a place to sleep, food to eat, and a means to clean up. Most volunteers are involved in a response from five to seven days. The work is often hard, strenuous, and possibly hot or cold depending on the weather. Many volunteers work 12- to 15-hour days. They usually stay in church Sunday School rooms, gyms, fellowship halls, school classrooms, or something similar. Often these host sites do not have shower or laundry facilities. Without a nice warm shower and clean clothing, it is very difficult to rest or even lie down for the evening. By their nature, chainsaw and mud-out are very difficult and dirty jobs. In the case of mud-out, many of our volunteers are handling all kinds of potentially harmful materials and substances, so being able to clean up is a must.

In 1994, during the Tropical Storm Alberto disaster response in Albany, Georgia, it became apparent that there was an urgent need for portable showers – for volunteers as well as families affected by the disaster. There were no shower trailers in the SBDR fleet at that time. As a result of that experience, a group of Albany DR volunteers undertook the challenge of building the first SBDR shower unit, put into service in 1996. Other states soon followed. By 2005, laundry units were added. Now most states have shower, laundry, or combined shower/laundry units.

In addition to serving our SBDR volunteers, shower and laundry units may also serve first responders and the community members affected by the disasters. Not only are these units involved in disaster relief efforts, but also other mission opportunities. Construction projects, church mission projects, community events, sports events and World Changer projects are just a few of the different events at which shower and laundry units are used.

Please accept the gratitude of other volunteers as well as disaster survivors for your willingness to be a part of these great ministries. You will truly be blessed by our Heavenly Father as you serve Him and your fellow mankind.

Section One

Stages and Alert System

The system to activate units and teams begins with the affected state placing a call for help. Southern Baptists adopted the following process for the activation of units and volunteers. In addition, pre-event preparation may include communication with state and national disaster relief leadership.

1. **Alert** – the first level of response at any level—national, state, or individual—is Alert. There is potential need for a response. The primary question is “Can you go?” If so, it’s time to begin making plans. If no immediate response is needed, this stage is updated about every 24 hours.
2. **Standby** – the second level of response is Standby. There is probable need for a response. The unit/team will depart as soon as it is requested to respond. Prepare all personnel and equipment to leave immediately or as scheduled. If the units are not asked to respond within 48 hours, they may revert to alert or be taken off the potential response plan.
3. **Activated** - The third level of response is Activated. This means a response is definite. The disaster relief unit will move within six hours or be placed on the schedule as determined by the need at the disaster site and the availability of the unit’s volunteers.

Essential details are given by the state director or operations manager to the unit leader, who then communicates details to his/her team. Follow-up teams are scheduled, determined by the circumstances. The incident commander and state disaster relief director will coordinate the location and length of service of all volunteers.

4. **Stand Down** - At times, changes in the situation or personnel mean that a response is no longer needed. The unit/team is taken off the response plan.
5. **Closing** – The final stage of response is Closing. The mobile unit is no longer needed at that location. It may be reassigned to another location or allowed to return home. The decision to close a site or response will be made by the affected state disaster relief director in collaboration with the responding state’s DR director and the incident commander at the site.

Section Two

Transportation of the Shower and/or Laundry Unit

Prior to or during the pre-trip inspection of the unit, the unit director and the drive team members should plan their expected travel route. Planning will be based on alert status and arrival time. Select a route, departure time, and intended time of arrival. In the event of a change in plans due to road delays, detours, breakdowns, etc., immediately contact the offsite coordinator (your state's DR office).

Prior to departure, the team designated to move the unit should be made aware of emergency procedures for their particular unit. Every unit will have procedures in place in the event of a pull-vehicle breakdown, unit breakdown, sickness of a team member, or an accident.

Before the unit is in transit to the disaster site, the unit leader, or someone they designate, is responsible for inputting all information regarding team into the electronic reporting system. This information is shared electronically with the South Carolina Disaster Operations Center (DOC) as well as the site incident commander. This informs the site what unit is coming, ETA and number of volunteers en route.

Inspection Checklist

An inspection of the pull vehicle and trailer should be completed prior to departure and **done on a regular basis**.

- Verify that insurance information, vehicle registration (including trailer), and accident report forms are in the unit.
- Secure the offsite (state office) contact phone number and other activation information.
- Inspect tires for proper condition and inflation. Include the spare tire in this inspection.
- Verify the unit contains a proper tire tool, jack, and cribbing.
- Check to make sure that safety items, including a first aid kit, road triangles or cones, and fire extinguishers, are on the unit.
- Ensure that all lights are in working order, including the running, flashers, signal and brake lights.
- Ensure that tools needed for the maintenance and repair of the unit are on board.
- Verify that all items assigned to the unit are in their proper location, are secure, and in proper working order.
- Inspect washers and dryers to verify they are secured with tie-downs.
- Inspect the propane tank(s), generator, and fuel tanks to verify they are secure and meet all regulations for transportation of these materials and equipment.

Hook-up Procedures for Towing

Follow established safety procedures when attaching the trailer to the truck. The tow truck will require a class 4 or 5 mount tow package. Trailers having shorter safety chains should have an extension that can be used to lengthen the safety chains. These extensions should be kept in the tool box assigned to the unit.

The break-away cable for the emergency break should be attached by a separate clevis or “D” ring attached to the truck frame. These instructions are designed for a hitch pull, or as some would say, a tag-along. We recommend a minimum class 4 receiver. Some larger trailers require a class 5 receiver and stabilizer bars. Some state conventions, associations, and churches have units that are fifth wheel, goose neck, and vary in length and design.

The procedures of hook-up will vary according to unit, but we emphasize the importance of a “buddy system” to ensure proper hook-up.

Step 1: Align the truck and trailer using a “buddy” (a second person). Be sure the trailer is chocked to ensure it will not move during the hook-up procedure.

Step 2: Lower the trailer on to truck hitch and latch down with the securing device.

Step 3: Attach safety chain from trailer to truck. Use a clevis or D-ring to attach the safety chains.

Step 4: Place block under jack foot and lift the trailer until rear of truck is raised approximately 6 inches. **This is a safety procedure to ensure the hitch is locked in place for a bumper hitch pull method before the trailer is moved.**

Step 5: Once it is determined that the hitch is attached properly, lower the jack. Then position jack in the up position (travel position) and attach break-away cable to clevis or “D” ring on truck frame. Secure wheel chocks for safekeeping (truck or trailer).

Step 6: Attach electrical system and check all running lights, brake lights, turn signal lights and emergency flashers.

Step 7: Adjust the trailer brakes using the actuator and manufacturer’s instructions.

Equipment required (for “tag along”):

- 2-5/16” hitch ball
- Class 4 or 5 tow system attached to truck frame
- 7-prong electrical hook-up
- Clevis or “D” ring attached to the frame of the truck to secure trailer chain
- Wheel chocks
- Lock or pin for hitch
- Safety chain extensions



Section Three

Arrival and Set-Up

Upon arriving at the designated site, check in with both the on-site and offsite coordinators and complete other check-in requirements that may be given during activation of the unit. To minimize confusion, if other units are arriving simultaneously, stage off the property until your set-up location is determined. Have volunteers stay with the unit.

1. Meet with the site coordinator or contact person of the facility. You will need to determine the layout of the facility, their future schedule of activities, other assigned units, and the mission of the location.
2. Determine the location of the gray water drain, water supply, and electrical supply. **Do not discharge gray water on the ground or in a storm sewer unless you have direct approval from local authorities in writing.** The unit leader will provide the name and phone number of the local authority to the incident command team.
3. The unit leader in consultation with the local contact person and site coordinator will determine any security issues that should be addressed; always keeping in mind that this is a 24-hour operation.

Set-up of the Unit

1. Based on scheduled activities and available gray water drainage, select a location that will provide support to other units. This support may include but is not limited to water, electricity, and utilizing the facility and parking lot space effectively. The site for the unit should ensure that all equipment is safe and secure. The convenience for volunteer use and safety should also be kept in mind during unit set-up. Verify enough room for safe set-up of tent/canopy if required. This is especially necessary for the laundry unit.
2. Level and stabilize unit using jacks and cribbing as required.
3. Select best method of disposing of gray water.
 - a. Option 1: A 2" PVC or plastic pipe secured to a local sewer tap. **Make sure there is no leakage of the gray water into the local environment.**
 - b. Option 2: Establish a catch basin system. Use a bladder, tank, or child's swimming pool to capture the gray water as it exits the showers. Connect a sump pump to 5/8" hose and move the gray water to a sewer tap.
 - c. Option 3: Build bladder system as outlined in Option 2 and contact a local contractor to transport the gray water to a proper disposal facility.



4. Secure water supply.

- a. Option 1: Connect to the facility water supply where the unit will be set up.
- b. Option 2: Secure a water buffalo or tanker through the incident command team. Feeding units may already have these services provided by one of the Southern Baptist partners that often support us during disaster responses. This option will require a shallow well pump that will pressurize the water supply system in the unit. The pump will require a 2" intake. The discharge of the pump should have a minimum of a triple manifold for discharge.
- c. Option 3: Connect a 5/8" water hose from other unit(s) that are located on the site.



5. Connect the trailer electrical cords to the facility or unit generator. **Care should be taken to ensure that electrical cords are connected to different circuits.**
6. Attach gas line to propane bottle. (Note: 100 lb. cylinder or less will need an external support [top and bottom] of tank to keep cylinder from falling over.)
7. Place orange safety cones at tongue of trailer, gas cylinder location, and rear of trailer. **(Allow at least 6' of clearance.)**
8. After the systems are connected, activate the water, gas, and electrical supply systems. **Check for leaks.** If leaks are found, secure them immediately.
9. Make sure water supply is on and water heater tank is filled, if applicable. If the unit has a water heater with a pilot light system, light it. (We recommend the use of on-demand hot water heaters with thermostat set at 120°.) Make sure the heaters are working properly.
10. Make assignments for the volunteers that are working the unit for the next two days.
11. Report unit status to incident command team and turn in all information on the volunteers, the site, and other pertinent information.



Securing the Gas Bottle

To ensure a safe working environment, the following procedures must be followed:

- All size gas bottles must have the plastic screw-in plug in place when not in use.
- When transporting or at work site, all bottles will have **top and bottom** secure.
- Bottles not in use need to follow the same requirements as stated above. Some units transport gas bottles only during an emergency operation, and have installed a 2"x 4"x 4" piece of steel on the tongue frame to secure the gas bottles. Two tie-down straps must be used to attach the gas bottles to the frame.

Laundry Tent Set-Up

Pay close attention to lay of land where tent is to be set up. Avoid low spots where water may stand or run during rainfall. Keep tent area clean at all times. Make sure the tent does not prevent unit back doors from closing. In some situations you may use an area of the facility instead of a tent.

1. Set up tent/canopy per instructions. Be sure it is secured to the ground. We recommend free standing unit and using 5-gallon buckets of water to stabilize. NOTE: do not place stakes into any parking lot or grassy area without getting written permission from Site Commander and Church contact. Depending on weather, attach sides and ends to tent/canopy.
2. Place tables inside tent. Two tables on each side work well.
3. Keep everything off the ground, if possible. Store unit packing materials inside tent using as buffers between buckets and tent canvas.
4. A light may be available in the unit to use inside the tent. It is commonly tied in center of tent using cord.
5. Use 1 table as a dirty laundry drop-off. Post instructions on table.
 - a. Use cheap garbage bags for dirty laundry use. Place on laundry drop-off table.
 - b. Use sticky notes or tape for people to write their name on and attach to dirty bags.
 - c. Keep several markers and pens on table.
 - d. Keep a note pad out in case someone wants to leave special instructions.
6. Use 1 or 2 tables as a pick-up station where clean clothes are placed after the clothing is put in decorated bags with name on it.
7. Use 1 table to decorate bags for clean laundry.

Section Four

Operation of the Shower Unit

Cleaning Procedures for Shower Units

Shower units should be cleaned at least **once daily** but more often depending on the amount and type of use. In addition to cleaning, the shower stalls and floor are to be sanitized daily. A log will be kept of the cleaning times and work performed (see Appendix).

1. Remove all trash and clothing from trailers.
2. Empty trash cans and replace with new trash can liner.
3. Sweep floor of shower unit.
4. Wipe down chairs and stack outside during the cleaning procedures.
5. Use shower stall cleaner and scrub brush to clean floor and walls. Rinse walls and shower head well.
6. Apply one cup (8 oz.) of chlorine bleach to shower walls and floor and let stand for 30 minutes before rinsing. Or apply a Shockwave mixture with a sprayer (2 oz. Shockwave per gallon of water).
7. Spray shower curtains with disinfectant.
8. Fill mop bucket with water and pine sol cleaner (3 oz. pine sol cleaner per gallon of water).
9. Clean thoroughly around washer and dryer, removing all detergent and clothing.
10. Clean lint from dryer after each use.
11. Return clean chairs to the dressing area.

Tracking Numbers for Reports

A count must be turned in daily of **number of showers** taken. Determine a system that will work for your unit and the situation. Options may include keeping a tally, or if the unit will not always be manned while open, ask those who enter to write their first name on a sign-in sheet on a clipboard or in a spiral notebook, to be counted at the end of the day.

Also tracked and reported daily are the activities of the shower/laundry volunteers:

- **Hours worked**
- **Ministry contacts** (include “prayer”, “spiritual discussions”, “encouragement conversations”, “spiritual tracts given to individuals” by any team member)
- **Gospel presentations** (# of individuals your team shared the plan of salvation with that ended with an invitation to pray to receive Jesus as their personal Savior)
- **Tracts/Bibles given**
- **Professions of faith** (salvation decisions)

A designated person on each team will be responsible for reporting.

Section Five

Operation of the Laundry Unit

Sorting

Each person will probably need 2 mesh bags – one for lights (yellow bag) and one for darks (blue bag). Write the person's name and bag # on the chart, like so:

<u>Sort Form</u>			
<u>Name</u>	<u>Lights (yellow bag) Bag #</u>	<u>Darks (blue bag) Bag #</u>	
Jane Doe	1	2	
Joe Black	3	4	
John Smith	5	6	
Suzy Cue	7	8	

When you first start in the morning, sort four (4) people's laundry so you can get it started as soon as possible.

Sorting Tips:

- Always use gloves and mask when sorting clothing.
- Hook bras so that they don't catch on anything else.
- If an item has Velcro fasteners, fasten them!
- One or two volunteers can sort and make the sorting list easily enough.
- Be sure to run the string closure all the way up to secure the bags, if not using tie wraps.
- If there are any special instructions, note them on the list (ex: leaving in the AM; line dry coat; etc.)
- If you find serious stains, spray them with Greased Lightning. If it needs to be scrubbed or soaked, do so, but be SURE to note it on the list (ex: Joe Black #3 white shirt in sink gray Cowboys t-shirt)
- Try to keep the bags in the order they were dropped off except:
 - If someone is leaving tonight or in the AM, put it up front
 - If it's just one day's laundry, put it in the back
- When sorting lots of laundry, put tied mesh bags in a clothesbasket outside the unit. Put either 2 or 4 people's mesh bags per basket. This will make it easier on the person inside the unit.

***Note:** You don't want to combine too many people's clothing so that they can be washed, dried, folded and finished in the shortest amount of time per person.

Washing

****NOTE: Do NOT wash kitchen items without first running an empty washer with cold water and bleach. (Hot water reduces bleach effectiveness.) This procedure reduces cross-contamination of recovery garments and kitchen items.**

Start all washers. Usually you'll set them on "super plus" unless the loads are really small. Use cold/cold for darks, and warm/cold for lights. After the water is started, put in the detergent and fabric softener.

Stick a long stripe of masking tape on top of the washers and dryers.

Take double bags of 2 people (ex: Jane Doe & Joe Smith) into trailer. Put their bag #'s on masking tape on top of washers. Put the 2 dark loads in front of washer #3 and the 2 light loads in front of washer #2. Use masking tape to mark what's in each washer.

Then take 2 more people's double bags into the trailer (ex: John Smith & Suzy Cue) and repeat the above procedure. Now you should have 2 bags of dark clothes (#6, #8) in washer #1, 4 bags of light clothes (#1, #3, #5, and #7) in washer #2, and 2 bags of dark clothes (#2, #4) in washer #3.

Time to put the clothes in! For each washer, dump the biggest load in loose, fold bag and place on top of machine, and put an (L) for LOOSE by that # on the masking tape on top of the machine. Be sure the other bag(s) are closed SECURELY and put it in, too. Knots aren't really necessary if you use the rap and pin method; it's really hard to untie knots when they're wet! Some units use small tie wraps. This seems to work best.

Remember to check for anything that may be soaking!

Very important to remember to wash a person's darks in one machine and lights in another so they can finish at the same time.

- It is key to remember the masking tape, Bag # is written on tape which follows the laundry throughout entire procedure. When both light and darks are folding, be sure bags are on top of garment. When both light and darks are folded per person, look at Sort Form for bag numbers to find person's name. Then write name on decorated bag, place laundry in bag, and put on pick-up table.

Specialty Items

Hats – hand wash. Spray with Greased Lightning, scrub with toothbrush, then rinse. Be aware that cleaning white hats is a delicate operation! Do not allow Greased Lightning on lettering as it may cause color to bleed. Shape hats by stuffing with paper towels then line dry.

Kitchen items – wash separately, using bleach. Be sure to tie apron strings before washing and drying.

When using Greased Lightning as a stain remover, do not allow article of clothing to dry out during process. It works well to keep article soaking, then periodically spray and scrub until it is clean. It can then be tossed into washing machine.

Wear gloves while using Greased Lightning or your hands will suffer extreme dryness and peeling.

When hanging hats out to dry - double pin and hang by bill. Check periodically to maintain shape.

Do not wash chainsaw chaps in machine, hand scrub & wash then line dry.

Drying

Once a dryer becomes available, **clean the air filter**. Take bags out of a washer and mark off the bag # on masking tape on top of the washer. Check the bag # and write it on dryers' piece of masking tape on top of that dryer. It's easiest to put the bags in the nearest dryer. **If it's a closed bag check it to make sure it is still secure. Put all bags and loose clothes in dryer and bag # on masking tape on top of dryer. Remember to put a (L) for LOOSE by that bag # on the masking tape on top of the machine.** Crank the dryer up to 70 minutes or so and start it.

Check the dryer often to see if loose clothes are dry. When loose clothes are dry remove them from dryer and put them in a basket with that bag on top. Mark off that loose bag # on the dryer's tape, then look for the smallest bag in dryer. Untie that bag and put clothes in the dryer loose, put folded bag on top of dryer and a (L) next to that bag's # on the masking tape. Take basket to folding table.

Be sure to note anything that is hanging out to dry!

Drying Tips:

- Keep checking each dryer for lightweight items that dry quickly, like t-shirts and boxers. Fold them and KEEP THEM ON TOP OF THE SAME DRYER.
- It's actually easiest to have only one person running the washers and dryers so that he/she can keep track of what's where.
- AT ALL COSTS avoid mixing 2 people's things together - it can be a nightmare (trust us).

Note: Be sure to take clothes out of mesh bag as soon as possible when drying. It takes laundry longer to dry and clothes are wrinkled if left in bags.

Find suitable location to tie a clothesline. Be sure it is not in a high traffic area. Tie caution tape flags onto line to make it visible. If weather permits it will be used for various items.

Folding:

Remember, You're Folding for Jesus!

Shirts - lay them front side down; fold each side in and each sleeve down. Fold the bottom up 1/3 and the top down. On polo shirts, button the top button. It should look like it just came from the store.

Button shirts - same way. Button the top, bottom, and middle buttons to keep it all nice and straight.

Pants and jeans - fold them with a crease. Line up the seams and fold into thirds or quarters.

Socks - roll together in pairs.

Undies - fold into thirds side-to-side, then in half so the top half of the middle third shows.

When you get a whole load folded, put it into the clean, decorated bag (with the person's name on it in permanent marker or on masking tape).

Clean, Decorated Bags

Use white, 13-gallon garbage bags. These bags will be used as an encouragement tool (for DR volunteers) or witnessing tool if washing for survivors or first responders. If available use small New Testaments and evangelistic tracts to include in bags. There are many ways to decorate the bags. Scripture is the most vital part! Draw a simple picture with permanent markers. Colored Sharpies are provided in the unit. If possible, draw a picture that relates to the Scripture. It is very easy to copy pictures from coloring books or other media onto the bags by placing the picture inside the bag and tracing with a black Sharpie. Q-tips are great for blending colors if used quickly. Play around a bit to develop your technique! It's a neat idea to incorporate pictures or logos representing the area you're in (ex: NYC, Cajun Country, etc.), or the agencies you may be washing for (ex: AmeriCorps, American Red Cross, Samaritan's Purse, etc.). For boo-boos, QUICKLY use Greased Lightning and a paper towel to erase.

When you bag someone's clean, beautifully folded laundry, be sure to put his/her name on the outside of the bag in **bold permanent marker**. It's easier to write the name first before inserting the clothing into the bag. Or, write name on a strip of masking tape and stick it on the bag.

Section Six

Breakdown of The Unit

When the unit has been released from the disaster response, the following steps should be followed in packing and preparing the unit for transport home:

1. Make a list of all supplies that need to be replenished.
2. Remove all trash and used soap, towels, and clothing from the trailer.
3. Clean trailer per guidelines stated previously.
4. Place chairs in shower stalls and put steps in front compartment of trailer, if applicable.
5. Turn off gas. Disconnect and close gas bottle. Secure gas bottle in the proper transport position.
6. Secure gas line on trailer.
7. Turn off water and roll up water hose(s). Place hose in 30-gallon trash container or wherever is convenient.
8. Drain water heaters. (If using on-demand, this is not necessary.)
9. Disconnect electrical lines and place them in their assigned transport location.
10. Raise stabilizer jack and remove cribbing. Place inside trailer in assigned transport position.
11. Secure washers and dryers with straps.
12. Place all items (detergent and other supplies) in assigned transport position.
13. Make sure all doors are secure and locked. Prepare to connect the trailer to the truck.
14. Before leaving, check tires, hitch, lights, and towing chains.
15. Sign out from site, following instructions from Incident Management Team/IC.

SHOWER UNIT INVENTORY

(Suggested)

“On-Demand” Water Heaters (gas)

100’ 2-in. PVC pipe for sewer drain

100’ 2-in. fire hose for sewer drain

30 feet –two-inch blue flex drain hose

- 5 each—two-inch rubber connectors
- 2 each—two-inch rubber “Y”
- 2 each—two-inch caps
- 3 each—90-degree rubber connector

1 or 2—100 foot extension cord (attached to trailer) 12.2

1—50 foot extension cord

1—100 foot extension cord

2” Couplings

100’ 5/8” hose for water connection

Steps for shower stalls

100 lb. Propane Tanks for Water Heaters

Pedestal Fans

Trash Cans w/bags

1 per shower stall (small)

2 for general area (1 33-gal. can for water hose storage)

Towels for wiping out showers after each use

Plastic chairs or folding chairs

Traffic Cones

10,000 watt Generator

5,000 watt Generator

EZ-Up Shelter

Various lumber for miscellaneous use

Folding table

Toolbox w/basic tools

100 #4/2 w-ground for electrical connection

Various 50-amp breakers to connect to power source

20’ gas lines for connection to 100 lb tanks

20’ flexible 2” sewer drain pipe

2-gallon garden sprayer

Bleach or Shockwave for disinfecting

Towels and wash cloths

Personal mini-soaps or liquid soap

Personal shampoo & conditioner bottles

Personal lotion bottles

Other hygiene products

Cleaning products to keep unit clean:

Pine Sol

409 or equivalent

Broom & dustpan

Mop & bucket

Cleaning cloths

Miscellaneous:

First Aid Kit

Insect Repellant

Duct Tape

5 Gallon Water Cooler, cups

Fire Extinguishers (Chemical, Grease)

Outdoor Lights

LAUNDRY UNIT INVENTORY

Item	Quantity	Yes	No
Folding tables	4		
Tent w/poles 10x20	1		
Light stand	1		
Flashlight	1		
Portable lights for tent	1		
Power strips	2		
Extension cords 50ft	2		
Fan	1		
Heater for tent	1		
Steps	2		
Buckets	2		
Clothes baskets	10		
Clothes line	2		
Clothes pins	4pks		
Clothes Racks	4		
Clothes Hangers	20		
Mini shop vac	1		
Bungee straps	6		
Mop & bucket	1		
Broom	1		
Dust pan	1		
Level	1		
Tool box-hammer, tape, pliers, screwdriver, etc.			
Gas striker-butane lighter	3		
Masking tape	4		
Duct tape	4		
Large markers, variety of colors	12		
Permanent markers (Sharpies-colored)	24		
Pens	12		
Note pads	6		
Toothbrush (stain removal)	4		
Laundry detergent (12 large boxes or 4 cases)			
Fabric softener (prefer Downy)	6gal		
Stain Remover (Greased Lightening)	2gal		
Clorox	4gal		
Sm. scrub brushes	2		

Windex		2		
Paper towels		1 case		
Clorox wipes		2		
Mesh laundry bags		50		
Rubber bands		1pk		
Coffee maker		1		
Cups				
Fan fold insulation for packing				
Folding chairs		4		
Instruction Manual		1		
White tall kitchen garbage bags		600		
Bibles or New Testaments		100		
Tracts		100		
Surgical gloves		400		
Hand lotion		1 large		
Large black garbage bags		2 boxes		
Small garbage can		1		
Large garbage can 33 Gal		1		
Lysol spray disinfectant		2		
Mosquito repellent		2		
LP gas regulator valve		1		
Pigtail & socket (approx. 15 ft)		1		
Fire extinguishers		2		
Ladder		1		
Water hose		2		
Jack, hydraulic		1		
Wheel scotches		2 sets		
Jack stands		4		

DRIVE TEAM SUPPLY BOX INVENTORY

Tool Box or Storage Box

- First aid kit
- Tire tool and bottle jack
- Chain extension
- 1–100-foot extension cord
- 1–3/8-inch drive and socket set
- 1–crescent wrench
- 2–screwdrivers (Phillips and Standard)
- 1–vice grip pliers
- 1–standard pliers
- 1–helpers bar for lug wrench (pull bar)
- 5–orange safety cones
- Miscellaneous parts (couplings, elbows, Ts, Ys)

WATER USAGE CHART

- Average shower usage per person 4 gallons
- Average daily usage of unit..... 400 gallons
- Joint operation excluding laundry unit per day 2000 gallons
- Military “Buffalo” water capacity 450 gallons
- Tanker semi water capacity 9,000 to 12,000 gallons

CLEANING LOG - LAUNDRY UNIT

	DATE							
Clean each washer inside & out	Daily							
Clean each dryer inside & out	Daily							
Sweep floor	Daily							
Mop floor	Daily							
Wipe down cabinets	Daily							
Clean counters & sink	Daily							
Wipe down & vacuum around water heater	Daily							
Clean lot area around unit	Daily							
Clean tent tables	Daily							
Sweep tent	Daily							
Empty garbage	Daily							
Check drain line	Daily							
Vacuum lint filters	Once weekly							

INITIAL BLOCKS WHEN WORK IS DONE



**SOUTH CAROLINA
BAPTIST CONVENTION**

Disaster Relief Office

190 Stoneridge Drive • Columbia, SC 29210

800.723.7242 or 803.227.6149

www.scbaptist.org/dr

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