



FFH Tear Down Responsibilities (Updated 12-02-16)

All volunteers are required to fill out an online background check prior to volunteering with FFH. Volunteers will receive an email with the background check link to fill out before the hosting week. The E-Registration is easy to fill out and once registered a list is formed so you only need to sign up once. If you get to host week without having done the background check, please let a coordinator or point person know and they will help you get signed up.

Important! Don't forget to sign in when you arrive! It's in the green FFH book in the kitchen.

The tear down crew should be at the church between 7-7:30 a.m. on the last hosting Sunday. Bill Kozakewich, 443-9803, is the set up and tear down coordinator. Bill or another coordinator will instruct the crew on duties. One of the OSLC coordinators will have been in touch with the hand off church coordinator to set up the morning trailer delivery time.

Tear Down page 2

When tearing down, separate the blankets from the sheets/towels/mattress pads/pillow covers (these can be mixed together) into separate bags. Remember pillow covers should also be laundered and the pillows stored in plastic bags in 5N. A point person will take the laundry to the laundry service. Linen tubs can be put back in room 5N and blanket tubs in the shed.

Cupboards in some rooms need to be turned back around. Put the rooms back in order if supplies or equipment have been moved. Signs/paper can be removed from the doors.

Disinfectant wipes need to be used to wipe down the cots, cribs and plastic mats. Cleaning supplies for FFH are in the custodian room in a marked blue crate. The cots can then be folded and placed in the carrying bags and placed in the trailer. If equipment is faulty or in need of replacement, let the lead coordinator know. Lamps and green tables are shelved in the shed. Nightlights and toiletry baskets need to be collected and stored in a supply tub. The smoking pot needs to be put back in the shed.

If you have completed the tear down, **please assist the cleaning crew until everything is done.** The bathrooms, kitchen and classrooms, including sinks need cleaning. Let coordinator know if cleaning supplies are getting low. Classroom floors and hallway need to be vacuumed.

Tear Down page 3

Dry goods such as cereal, bread etc. and perishables such as milk, yogurt etc. should be boxed and can be sent to the Day Center at the Mennonite Church. The refrigerator should be empty of all FFH leftovers.

The trailer hitch is kept in the church under the hall table near the north kitchen door. When the trailer is ready to go to the next church, please ensure that all extra luggage and belongings from the families are with the trailer. The trac phone bag and trailer keys go with the trailer as well.