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LAUNDRY UNIT MANUAL

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Purpose Statement

“When did we ever see you hungry and feed you? Or thirsty and give you anything to drink? Or a stranger, and help you? Or naked, and clothe you? When you did it to these my brothers you were doing it to me.” Matthew 25:37-38, 40

The primary purpose for the Liberty Association Laundry Unit is to share the Good News of the Gospel of Jesus Christ through providing those affected by disaster with the opportunity to have their clothes cleaned free of charge.

Transportation of the Laundry Unit

Prior to or during the pre-trip inspection of the unit, the crew chief and the drive team members should plan their expected travel route. Planning will be based on alert status and arrival time request. 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.

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

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

- Verify that insurance information, vehicle registration, and accident report forms are in the unit.
- Secure the offsite 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.
- Insure that taillights are in working order, including the running, flasher, and brake lights.
- Insure 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 regulation for transportation of these materials and equipment.

Hook-up Procedures of the Laundry Trailer

Follow established safety procedures when attaching the trailer to the truck. Be sure the tow truck has the required 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. A minimum class 4 receiver is recommended. Please use a “buddy system” when hooking up to insure proper hook-up.

- Step 1:** Align the truck and trailer using a “buddy”. Be sure the trailer is chocked to insure 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.
- 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 insure the hitch is locked in place.
- Step 5:** Once it has been determined the hitch is attached properly, lower the jack. Next position jack in the travel position and attach break-away cable to clevis or “D” ring on truck frame. Place wheel chock inside of truck or trailer for travel.
- Step 6:** Attach electrical system and check all running light, brake lights, turn signals and emergency flashers.
- Step 7:** Adjust the trailer brakes using the actuator and manufacturer’s instructions.

Equipment required for the transportation of the laundry unit.

- 2 5/16” hitch ball
- Truck should be at least 3/4 ton tow capacity.
- 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

Transit of the Laundry Trailer and Site Survey

Transit of the Laundry Unit

While the unit is in transit to the disaster site, the crew chief is responsible to contact the offsite coordinator every four hours. Preset contact times will provide the offsite coordinator with valuable information and help to maintain operational efficiency. The unit may be staged or assigned to another site and the offsite coordinator will pass this information on to the unit while it is traveling. The offsite coordinator will also keep the incident commander informed on the unit's travel and expected time of arrival.

Once the unit has arrived on site, the crew chief should contact the offsite coordinator to provide arrival time and unit status. During a multi-state response, the incident command team should be contacted for additional instructions.

Site Survey

Upon arriving at the designated site, check in with the onsite coordinator and complete other check-in requirements that may have been given during activation of the unit. To minimize confusion, if other units are arriving or setting up, stage off the property until your set-up location is determined. Volunteers will 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 for the gray water drain, water supply, electrical supply. **Do not discharge gray water on the ground or in a storm sewer unless you have direct approval from the local authorities in writing.** The crew chief will provide the name and phone of the local authority to the incident command team.
3. The crew chief in consultation with the local contact person and site coordinator will determine any security issues that should be addressed.

Set-up of the Laundry 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 insure that all equipment is safe and secure. The convenience for volunteer use and safety should also be kept in mind during unit set-up.
2. Level and stabilize unit using jacks and cribbing as required.
3. Select best method of disposing of gray water. This may include plastic pipe secured to a local sewer tap or using a holding container to capture the water as it exits the unit. Be sure there is no leakage.
4. Secure water supply. This will depend of the setup at the facility.
5. Connect the trailer electrical cords to the facility or unit generator. Care should be taken to insure that electrical cords are connected to different circuits.
6. Attach gas line to propane bottle if needed. Turn gas on at(2) tanks at a time. Use third tank when first one is empty(about 200 loads per 100Lb. tank.
7. Place orange safety cones at tongue of trailer, gas cylinder location, and the rear of the trailer allowing at least six feet 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. Check washers making sure the water valves are working. Prepare the unit for use. Put fire extinguishers and first aide kit in place.
10. Make assignment for the volunteers that are working on the unit
11. Report unit status to incident command team and turn in all information on the volunteers, site, and other pertinent information.

Securing the Gas Bottles

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

- 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.

Propane Installation and Maintenance

Prior to Disaster Response

1. Have the tanks installed by a professional dealer.
2. The propane tanks come with papers from the manufacturer or can be obtained. Keep the papers on the file where they can be referred to as needed.
3. When connecting/disconnecting lines:
 - a. When connecting fuel lines begin at appliance and proceed to tank, with all valves closed.
 - b. When disconnecting appliance, turn off main valve at tank and all check valves back to appliance. Check and extinguish all flames within safe distance. Then disconnect from tank to appliance.
4. Attach the decals with warnings and instructions prior to the first filling.
5. Have tanks filled by professional propane dealer or capable representative. Refuel in open area. Only essential persons allowed in area.
6. Check and double-check all connections immediately at installation and periodically with liquid soap.
7. When turning tank valve on, check connections with liquid soap and look for bubbles. If any, close valve immediately or tighten connection until bubbling stops.
8. Install check valves on lines as back up, where possible.
9. Secure valves with covers where possible.
10. Have all hookups and connections to flammable containers inspected periodically by professional fuel dealers.
11. Inspect tanks for corrosion, damage and wear. Inspect lines and appliances for wear and damage.
12. Keep fire extinguishers and first aid kit within reach. Burn aid kits are available.
10. Keep nearby for refueling or inspecting tank and connections: pliers, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
11. Read directions before starting. It saves lives.

REFUELING: PROPANE, GASOLINE, AND DIESEL

Maintenance and/or unit director will:

1. Use a "**call-out warning system**" prior to refueling or connecting/disconnecting tanks, lines, or appliances. That is, call loudly that refueling is about to take place. See that the warning is repeated loudly, so that no volunteer or anyone else fails to get the warning.
2. Have the tanks filled by a professional dealer or capable representative. Refuel in open area. Only essential persons should be in the area.
3. Instruct volunteers prior to the start of refueling--
 - a. Extinguish fires, flames, and pilots; remove potential spark sources (electric sources, motors, static electricity).
 - b. Evacuate away from the unit.
 - c. Do not offer to help, or help when asked.
 - d. No smoking anywhere in the area by anyone.
 - e. Warn guests and insist upon strict compliance with all of the above.
4. Check open flames or other fire or spark sources.
- 5. Close the main valve at the tank.**
6. Note in writing: the fuel company and the filler's name, date and time, other pertinent details.
7. After each refill check the connections for leaks with liquid soap; if any, keep volunteers and others away until it is safe.
8. Turn appliances on; units have electronics igniters...
9. Inspect the tanks for corrosion, damage, and wear. Inspect the lines and appliances for wear/damage.
10. Keep fire extinguishers and first aid kit within reach. Keep burn-aid kits available.
11. Keep tools nearby for refueling or inspecting the fuel tank and connections: pliers, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
12. Log burns or injuries in the bound book, including date, time, victim, injury, and specific location, how it happened, treatment and by whom, witnesses, and other pertinent details. ARC first aid course recommended for person treating injury.
13. Be acquainted with the maintenance procedures on the previous page.
14. Read the directions before starting. It saves lives.

ELECTRICAL SERVICE

This unit is equipped to use the generator that goes with the unit. It can also be connected to another outside power source.

1. To connect to unit generator, locate short yellow pigtail supplied in unit. It actually looks like a short drop cord. Plug cord from panel box into this pigtail. Take the other end and plug directly into generator. When the generator(s) is (are) fired and running, make sure all breakers are "on" inside panel box.
2. To connect to outside power source, unplug from generator. Locate another longer pigtail inside unit. It will plug into box. The other end will be loose wire so that it can be hard-wired into another source.
3. It is critical that only a licensed electrician may hook this source up. Do not allow anyone to tamper with the electrical works of this unit. Check with the on-site coordinator to locate a licensed electrician or with the Baptist Convention. There will be no exception to this rule.
4. All units need to be grounded. All power sources need to be grounded.
5. Locate ground lug on front of unit. Take ground rod from unit and drive into ground as near as possible to the unit. This may have to vary depending on site.
6. Attach ground wire from rod to laundry unit and generator.
7. If power source is not grounded, take ground rod from unit and drive into ground near power source. Attach ground wire from power source to rod.
8. It is our policy and procedure to ensure safety on site, regardless of what you may be told by someone else. Always adhere to this policy. There will be no exceptions to the rule.

TENT SET-UP

Pay close attention to the lay of the land where the tent is to be set up. Avoid low spots where water may stand or run during rainfall. Keep the tent area clean at all times.

1. Place the tables inside the tent.
2. Keep everything possible off the ground. Store the unit packing materials inside tent the using as buffers between the buckets and the tent canvas.
3. Use one (1) table as a dirty laundry drop-off. Write the instructions on the table
4. Use cheap garbage bags for dirty laundry use. Place on the laundry drop-off table
5. Use one copy of receipt for people to write their name and cell phone info on and attach to the dirty bags.
6. Keep several markers & pens on the table.
7. Keep a note pad out in case someone wants to leave special instructions.
8. Use one (1) or two (2) tables as a pick-up station where the clean clothes are placed after the clothing is put in decorated bags with a name on it.
9. Use one (1) table to decorate the bags for the clean laundry.

WATER HOOK-UP

1. The water inlet is found on the front of trailer beside tongue on the right hand side. Use the hose provided to hook to the water source.
2. Make sure the water line valves inside unit are turned open. These are inline valves. When the handle is turned in the same direction as the water line, the valve is open; when the handle is turned perpendicular, it is closed.
3. Turn the sink faucet on to allow the air to escape.
4. Several adapters are provided in the unit. Check with the on-site coordinator on the best solution if hooking up to the fire hydrant as this unit will need to comply with other units pulling from the same water source.
5. On gas & water hook up are travel plugs to keep bugs and trash out of lines. On set up remove plugs and store in the small compartments on top of the toolbox inside the unit. Do not forget to put them back during breakdown of unit.

GAS HOOK-UP

Two 100-pound gas tanks are mounted on front of unit above tongue. These tanks can be used in the initial set-up phase.

1. Follow the gas line from the tanks to the "T" on the unit. Make sure the valve on the left side of the "T" is open and the valve on the right is closed. These are the inline valves. If the handle is going in same the direction as the line, it is open; if the handle is perpendicular, it is closed.
2. Open the valve on top of the tank.
3. Check inside the unit, opening the valve to the dryers.
4. On the gas & water hook ups there are travel plugs to keep bugs and trash out of the lines. On set up remove the plugs and store them in the small compartments on top of the toolbox inside the unit. Remember to put them back on during break down of the unit.

Operation of Laundry Unit

Prepare the unit for operation by setting up tents, tables, stools, baskets, washing and drying supplies, bags, etc.. Make sure all signs are up and easy to see. Be sure to have all paperwork and supplies in place before receiving clothes.

The team leader for the day will make initial assignments for the day determined by the number of volunteers available. Remember that you are responsible for your own area but may be needed to help out in other areas if you are available. Flexibility is the key. These procedures may vary depending on the number of people that are being served on a given day. Decisions should be based on the most effective use of equipment.

Station 1: Taking in of laundry

- Number log sign-in sheet at the before taking in clothes
- Write person's name, number of loads, and cell number.
- Mark routing slip with a “C” if a member of the community and “W” if a worker.
- Fill in routing slip (**USE SALES RECEIPT BOOKS**) with their name and cell # (indicate whether the individual can be contacted via text message), give copy of slip to the individual. Make note on slip of any necessary information concerning pickup, etc.
- Attach the routing slip to clothes. Put clothes in a white garbage bag. (These bags can be recycled back after clothes are put into washer.
- Take clothes to sorter.
- Materials needed at this station:
 1. Sign-in log. Number the sheet this will be the person's cell#. Be sure to put the date on top.
 2. Routing slips, if multiple loads number 1-1, 1-2, 1-3 (3 loads) **USE A SALES RECEIPT BOOK FOR THIS PURPOSE**
 3. Pens
 4. Plain white garbage bags (to be recycled)

Station 2: Sorting

1. **Rubber gloves** should be used when sorting laundry.
2. Determine if there is a need for multiple loads. If necessary attach an additional slip for each load, multiple loads number 1-1,1-2, 1-3 (3 loads).
3. If more than one load is required, indicate on the sign-in log the number loads actually needed.
4. **Check pockets.** Sort laundry by dark and light colors only if there are enough clothes to warrant having two loads. Use your own judgment as to whether the darks and lights would be acceptable together.
5. Place all items found in pockets in a baggie marked with the ID# and name.
6. Indicate on ticket if you feel a Color Catcher is needed.
7. Determine if any clothes need pre-soaking or hosing off if muddy. Clothing that is soiled to the point that it would be harmful to the washers should be soaked. Example: tar,

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- heavy grease, or oil.
8. Be sure the routing slip is with sorted clothes.
 9. If the person has a personal bag or basket, it should be cleaned if possible.
 10. Put container in the holding area to be washed.
 11. Materials:
 - a. Disposable gloves
 - b. Routing slips
 - c. Clothes pins
 - d. Extra slips for additional loads
 - e. Recycled bags
 - f. Sandwich bags
 - g. Marker and pens

SORTING TIPS:

1. Hook bras so that they don't catch on anything else.
2. If an item has Velcro fasteners, fasten them!
3. One person can sort and make the list easily enough - you'll soon run out of mesh bags on a busy day, anyhow.
4. Be sure to run the string closure all the way up to secure the bags!
5. If there are any special instructions, note them on the list (ex: leaving in the AM; line dry coat; etc.)
6. If you find serious stains, spray them with Greased Lightning. If it needs scrubbed or soaked, do so but be SURE to note it on the list (ex: Joe Blow #3 white shirt in sink gray Cowboys t-shirt)
7. Try to keep the bags in the order they were dropped off except:
 - a. -If someone is leaving tonight or in the AM, put it up front.
 - b. -If it's just one day's laundry, put it in the back.

When sorting lots of laundry put tied mesh bags in a clothes basket outside the unit. Put either two (2) or four (4) peoples mesh bags per basket. This will make it easier on the person inside the unit.

*Note- you don't want to mix up too many people's clothing so that they can be washed, dried, folded & finished in the shortest amount of time per person

Station 3: Washing and Drying

1. Put routing slip on clip above the unit containing the laundry. **This slip is to move with the laundry to every station until pick-up.**
2. Presoak any items that have been set aside. The entire load will be washed when the presoaking is done. Put a routing slip with the ID# and name on the clip over the sink.
3. Use Color Catchers as necessary. Put capful of Lysol concentrate in loads with mildew

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- clothes.
4. **No shoes, large bedspreads, etc. are to be washed.** Shoes may be soaked in a bucket by hand.
 5. Be sure to move routing slip with clothes when moved to the dryer. Use our laundry baskets for this purpose.
 6. Clean lint trap on dryers after each four hours of use (all dryers at one time).cycle. Softener sheet may be used for this. **Do not remove the lint basket under the trailer(main lint trap screen) until the end of the 2(two) days.**
 7. If more than one unit is used for an individual's clothes...make a second tag at tent.
 8. Initial the routing slip upon completion of clothes. This will allow for the tracking of lost items such as socks.
 9. Take completed load to tent table for folding.
 10. Materials needed:
 - a. Detergent
 - b. Color Catchers
 - c. Lysol concentrate
 - d. Bleach
 - e. Dryer Sheets
 - f. Pre-Soak
 - g. Disposable gloves

Washers. Usually you'll set them on **Speed wash**. After the water is started, put in the detergent and fabric softener.

Time to put the clothes in! For each washer, dump the biggest load in loose, bag and tag goes above load of clothes, and put a star by their name on your list. Be sure the other bag is put it in also and put tag and bag above second load.

Remember to check for anything that may be soaking!

It is very important to remember to wash a person's darks in one machine & lights in another so they can finish at the same time.

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 two (2) peoples' things together - it can be a nightmare.

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

Find suitable location to tie a clothesline. Be sure it is not in a high traffic area. Tie caution tape

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flags onto the line to make it visible.

If weather permits it will be used for various items.

Station 4: Folding

1. Be sure routing slip is with clothes before folding. Set it aside to be placed with finished laundry.
2. Place all folded clothes back in person's container or place them in a white bag that we provide for this purpose. If using a basket, place our white bag over the basket to keep clothes clean.
3. Place prayer card with clothes. Put tracts in loads that are marked community.
4. Place clothes in the pick-up holding area. Be sure routing slip is in plain sight to allow for easy pick up. If there is more than one load for an individual, **do not** put it in the pick up area until **all** loads are complete. An area should be designated for this purpose close to the folding table.
5. Place the clothes in the designated area by date and then by numerical order. Make rows go left to right or front to back depending on the area.
6. When clothes are picked up, place the routing slip in the collection box and mark the individual's name off the sign-in log.
7. This station will allow for the most contact with the victims. This is an opportunity God gives us to share His word. There should be tracks and bibles available to give out. Please indicate on the Response sheet if you shared the gospel, how many bibles and tracks you gave out, and if any one made a commitment to Christ. Record any other information you feel might be of interest to the group.
8. Materials for this station:
 - a. White decorated bags
 - b. Prayer card to put with laundry
 - c. Clothes pins if needed to attach routing slip
 - d. Bibles and tracks
 - e. Response sheet for the day
 - f. Small basket for clothes pins

Cleaning the Laundry Unit

1. Check inside of all units for grease, stray socks, etc.
2. Check all lint traps and filters. Include vents under trailer.
3. Clean up and secure all supplies.
4. Sweep and mop floors if necessary.
5. Wipe off counter tops and clean sink.
6. Take out trash and police the outside area.
7. Wipe down tables with bleach solution.
8. Fold and put away tables if necessary.
9. Put stools, etc inside trailer.
10. Inventory supplies and report any needs to the team leader.
11. Report any equipment concerns to the team leader.
12. Turn off gas, water, lights, fans, heaters, etc. and secure the unit for the night.

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13. Once a week, run a cup of bleach water through each washer.

Please report any problems or concerns to the team leader during the day. Do not go directly to the facility manager. This will help with the flow of communications. The team leader is responsible for giving response sheets and any other important information to the unit director.

Breakdown of the Laundry Unit

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

1. Remove all trash.
2. Compose a list of what supplies will be needed to replenish stock that was used.
3. Clean the unit per guidelines previously stated.
4. Turn off gas. Secure gas bottle in the proper transport position.
5. Turn off water and roll up water hose. Place hose in large trash container and secure.
6. Disconnect electrical lines and place them in their assigned transport location inside trailer.
7. Secure gas line on trailer. Verify the gas bottle is closed properly and secured. Remove fire extinguishers from wall and store.
8. Secure washers and dryers. Place all items (detergent and other supplies) in assigned travel position. Tape dryer vents underneath the trailer.
9. Any liquid containers that have been opened may be stored in the sink.
10. Take down all tents and tables. Place tents, tables, and stools in position for transport.
11. Place the generators back in the trailer first before packing anything else in the trailer.
12. Make sure everything is back in the trailer, including items used in the tent: tent light, extension cords, tent heater, markers, pens and tables including tent canvas if not wet.
13. Raise the front of trailer, drain the water lines of the washers and remove front jack stands.
14. Lower the front of trailer and remove the back jack stands.
15. Put the tables in.
16. Place the pipe and poles in _storage under dryers after Generators are loaded.
17. Stack the buckets and clothesbaskets in Stainless steel sink.
18. Do not forget to put the gas and water line plugs back on. They should be attached to tanks and water hook-up.
19. Lock all doors and prepare to connect the trailer to the truck..
20. Police the outside area insuring we are leaving the area is left like it was found.
21. Before leaving, check the tires; check the hitch, light and towing chains.
22. Sign out from the site, following the instructions from the chain of command.

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Job Description: Team Leader

The Team Leaders may be appointed by the Crew Chief upon arrival at the staging area if the Crew Chief feels it is necessary. Team Leaders will be rotated on a daily basis or as specified by the Crew chief.

The following is a suggested checklist of the daily responsibilities of the Team Leader. These may vary depending on the situation of each disaster and the mission of the overall site.

- Coordinates the setup and cleanup of for the daily operation.
- Ensures that procedures are followed.
- Provides help where needed.
- Serves as liaison to the crew chief.
- Maintains equipment.
- Fills in daily response sheet.
- Go through safety check list.
- Reports any supply or maintenance needs, or problems to the crew chief.
- Polices outside area.
- Ensures unit is ready for the next day.
- Locks unit for night.

Job Descriptions: Crew Chief

The Crew chief for each response will be selected based on experience and availability. The director will work directly with the Minister of Missions and Disaster Relief Coordinators for the church. The director is responsible for the operation of the unit and the volunteers during the response time. The following is a list of responsibilities of the director. There may be other responsibilities as needs arise.

- Supervise the pre-trip inspection of the unit and pull-vehicle.
- Plan the travel route along with the drive team including departure times, etc.
- Notify the volunteers of travel plans.
- Gather personal data sheets from volunteers.
- Oversee the transportation, hook-up, and transit of the laundry unit.
- Upon arrival check-in with the offsite director.
- Contact on-site coordinator of facilities for directions for setup, etc.
- Coordinate with other units on site.
- Determine location for gray water drain, water and electrical supply.
- Determine any security issues.
- Oversee the unit setup.
- Establish daily team leaders.
- Schedule volunteers.
- Oversee the breakdown of the unit.
- Plan for return trip.

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- Maintain records for usage.
- Provide help and support for all team members.
- Serve as a liaison between the on and off-site coordinators.

Daily Response Sheet

Date:	Location:
Number of loads	
Number of people from the community served	
Number of times Gospel was shared	
Number of Bibles given	
Comments (professions of faith, etc.)	

Laundry Sign-In Log

ID#	NAME	# LOADS	COMMUNITY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Laundry unit checklist

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

INITIAL BLOCKS WHEN IT IS DONE

Laundry Unit Inventory

Broom, Dust Pan, Trash Can	Outlet 5-plug
Bucket	Paper towels
Calendar/Message Board	Plastic bins (8)
Chairs (4)	Plastic Drawstring Bags
Chocks (4)	Receipt books
Cleaning supplies	Road triangles
Clothes baskets (8)	Round stools (3)
Clothes line	Softener Sheets
Clothes pins	Step stool
Corner jacks (4)	Table 4 ft.
Daily Response Sheets	Tables, 6 ft (2)
Detergent	
Disposable Gloves	Tent
Battery operated clock	Generators (2)
Extension cord	Toolbox
Fire extinguisher(s)	Mop
First aid kit	Level
Water Hose(s)	
Window fan	
Sign-in Log	