

Night Shelter Checklist – Evening preparation

- Put heating on, including in Lady Chapel
- Put hot water on in kitchen
- Put up table next to column in church where electric socket is, set up urn and put water on so it is hot when guests arrive at 7.30
- Get cups, tea, coffee, milk, sugar and biscuits ready next to urn
- Set up and make beds, in side aisles with pews between beds (bottom sheet, top sheet, opened-up sleeping bag, pillow with cover, and blanket) (women's beds in Lady Chapel)
- Provide towel for each guest
- Set up table and chairs in church with newspapers, games, etc
- Get tables and chairs set up in refectory – create two long tables
- Get dishes, cutlery, glasses, utensils and kettles from storage and put in kitchen
- Lay the tables. Condiments and sauces.
- Prepare name badges – first names only, with green sticker on top left for volunteers and blue sticker on top right for guests
- Check toilets are ready (ensure there is soap, toilet paper, hand towels, deodorant. Remove bleach and cleaners)
- Get some of the toiletries out ready for guests if they want them
- Get some of the underwear, socks out ready for guests if they want them
- Get hot water bottles out ready
- Check all doors and that fire exits are clear
- Allocate jobs for volunteers for when guests arrive: giving out name badges; showing new guests around – to their bed, the toilets, the fire exits; giving tea and coffee; checking if guests need toiletries and underwear/socks; chatting to guests
- Volunteer briefing at 7.15 – provide layout of shelter including fire and safety
- Let guests in from 7.30 to 8.30
- Check with cooks if help is needed in kitchen
- Dinner at 8.30 – or earlier if all guests have arrived and food is ready
- Set up jugs of water and glasses on table in church for guests to use overnight
- After dinner when guests go to sleeping area, boil kettles and offer hot water bottles
- When guests have gone to bed turn off lights in church, check doors are secure