



Shower and Laundry  
Trailer Units  
Handbook

## INTRODUCTION

### PURPOSE

The First Baptist Church of Chandler, Oklahoma, joins with the Oklahoma Southern Baptist Disaster Relief efforts to meet the needs of people and Disaster Relief personnel during times of disaster by providing a shower/laundry trailer and a laundry trailer. The shower/laundry unit will have the capability of providing six private showers, storage, limited living area, washer and dryer. The laundry trailer will have four washer, five dryers, storage and folding areas. Both trailers carry propane and the necessary hookups and hoses for water and drainage.

#### Shower/Laundry Trailer specifications:

32' x 8' box with 9' gooseneck

Gooseneck has room for storage and small living quarters

6 showers

3 air conditioner/heating units

Washer/dryer, heavy duty, high efficiency

Electric service required is 60A-220V

#### Laundry Trailer specifications:

28' box with bumper pull front end

4 washers/5 dryers, standard

Unit aisle way large enough for 2 sleeping cots

Electric service required is 220V



## GOAL

Our goal is to do compassionate work that honors God. We desire to provide shower and laundry units capable of meeting needs of relief workers and others as needed. We will fulfill needs in a clean and sanitary environment.

It will be necessary to complete training on the unit in order to:

- Position unit in an ample space 60' x 30'
- Prepare unit for operation
- Prepare safe environment
- Prepare proper connections for propane gas use
- Staff unit for possible 24-hour operation

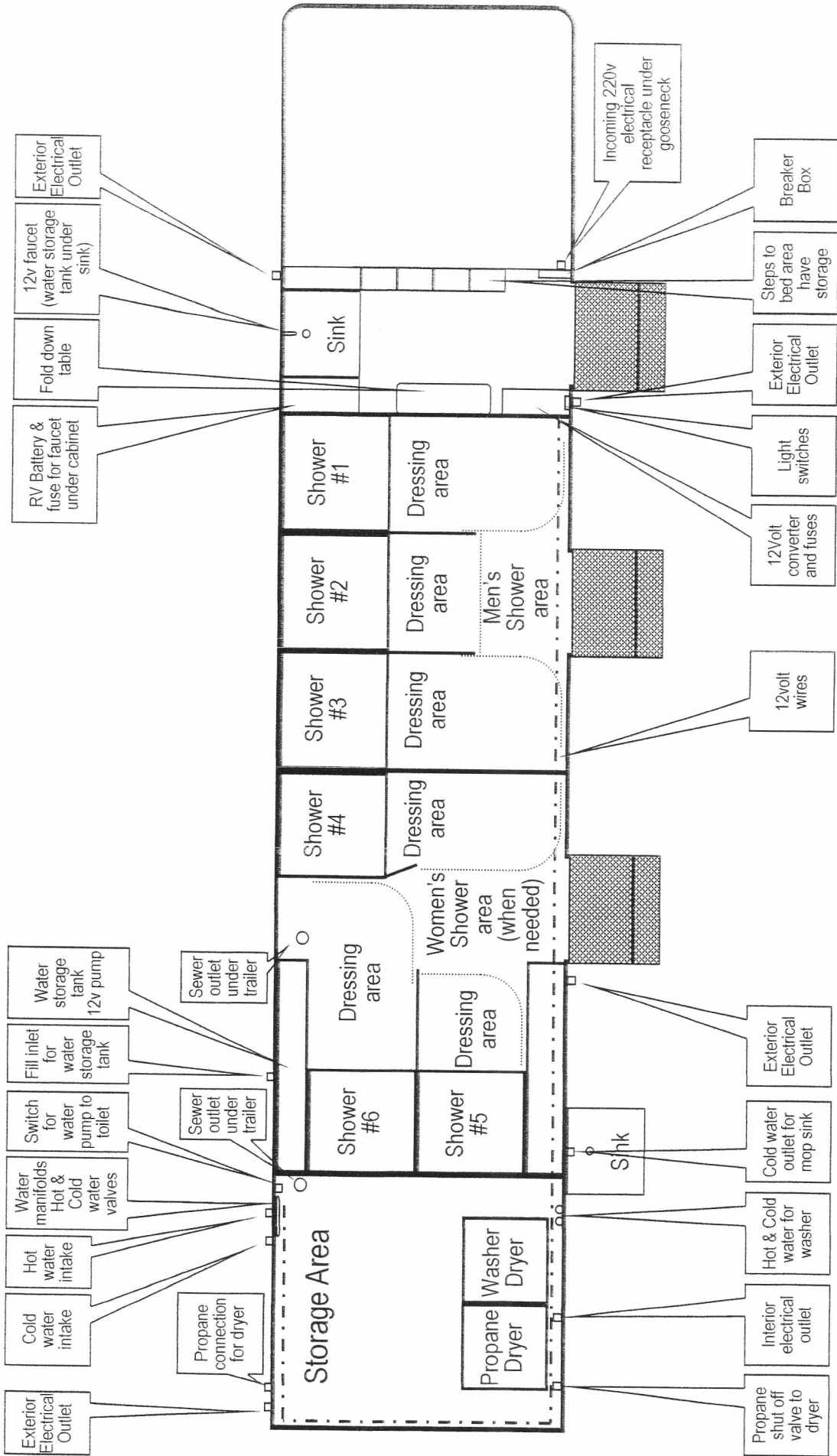
Thank you for your time and consideration in preparing to perform this vital ministry. The greatest rewards will be honoring God, ministering to those in need, sharing our faith, and making new friends.

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# “Showers of Blessing” Oklahoma Disaster Relief Shower and Laundry Unit



## SHOWER/LAUNDRY UNITS

### SAFETY

Safety is defined as the state of being free from the risk of experiencing or causing injury, danger, or loss. Also, our attitude toward safety must be positive and all rules, restrictions and guidance followed. Remember, we are dealing with propane gas, electricity and water on surfaces that may be slippery.

#### Area Safety

Insure that:

- Area surrounding unit is clean and free of debris
- Electric cords are properly connected and not in traveled area
- \*Propane gas bottles are secured and properly connected
- Heating units are secured and "HOT-CAUTION" signs are out
- Water hose/grey water lines are well marked
- Awnings and ropes are well marked
- Overhead clearance is sufficient, approximately 11' height
- Fire extinguishers are placed appropriately

\* See Operators Manual for detailed propane guidance. Manual located in Bay 1.

#### Interior Safety

Insure that:

- Personnel wear protective gloves while doing laundry or sanitizing showers
- Used towels and clutter are removed after each shower
- Showers and chairs are sanitized after each use
- All lighting is working

**THINK SAFE, BE SAFE, AND PRACTICE SAFETY!!!**

## **TRAVEL PREPARATION FOR SHOWER/LAUNDRY TRAILER**

### Operational Checks:

Insure that:

Tires are:

- Properly inflated PSI 80#
- Check tread wear
- Spare tire properly inflated
- Jacks stowed
- Spin wrench stowed
- Emergency kit stowed
- Chocks stowed

Wheels

- Lug bolts are tight
- No cracks in rims

Springs

- No breaks
- Shackle bolts are tight
- Grease fittings are lubricated

Doors

- Closed, latched and locked for travel

Awnings

- Retracted and locked for travel
- Tension rod stored in Bay 1

Interior cargo

- All stowed equipment strapped and secured
- All tubs in designated rooms
- Shipping bolts installed in washer

**SHOWER/LAUNDRY UNIT IS NOW READY FOR TRAVEL**

## **OPERATION PREPARATION FOR SHOWER/LAUNDRY UNIT**

Once the unit has been positioned, the following actions are necessary to become operational:

Unit is leveled or slightly raised in front of unit to allow grey water to flow toward rear of unit for drainage.

Tent bags removed and decision made to stow or erect.

Hoses and other supplies removed as needed.

Propane bottles and water heater removed from rear compartment and set up near the driver side rear wheels

Connect propane, water and drain hoses

Connect power cord

(NOTE; POWER CORD, REGARDLESS OF POWER SOURCE, MUST BE CONNECTED TO TRAILER FIRST.)

Steps placed in open position and locked.

Awnings (if needed) are opened and locked. Place weights at corners, attached to tie downs to hold awning in safe position. (Five gallon buckets of water are used as weights.)

Install anti-flappers to sides of awning, regardless of wind speed.

Tables, tubs and crates of supplies are removed from rooms 2 and 3 and placed in work areas. Extra shampoo and soap boxes are left in corner of room 2.

Living quarters are cleared of materials and ready for use.

Organize and distribute bathing items

Set up laundry.

Remove shipping bolts from washer

Set up one 6' table in laundry room

Store extra supplies in usable manner

Establish contact with next level of authority.

**The Shower/Laundry Unit is now operational.**

## **TRAVEL PREPARATION FOR LAUNDRY UNIT**

### Operational Checks:

#### Insure that:

##### Tires:

- Properly inflated PSI 60#
- Check tread wear
- Spare tire properly inflated
- Jacks stowed
- Spin wrench towed

##### Wheels:

- Lug bolts are tight
- No cracks in rims

##### Springs

- No breaks
- Shackle bolts are tight
- Grease fittings are lubricated

##### Doors:

- Closed, latched and locked for travel

##### Interior cargo:

- Step placed in doorwell
- All stowed equipment strapped and secured
- All doors shut and latched
- No items left on counter top or wire shelves

**LAUNDRY UNIT IS NOW READY FOR TRAVEL**

## **OPERATION PREPARATION FOR LAUNDRY UNIT**

Once the unit has been positioned, the following actions are necessary to become operational:

Unit is leveled or slightly raised on folding cabinet side of unit to allow grey water to flow toward washer side of unit for drainage.

Propane bottles, water hoses and grey water hoses removed and set up on washer side of trailer.

Connections of propane water and drain hoses can now be made

Power cord is connected. (NOTE; POWER CORD, REGARDLESS OF POWER SOURCE, MUST BE CONNECTED TO THE TRAILER FIRST.)

Step is placed in position

Foam tubes are slipped around wires on back door

Supplies are distributed to work areas

Establish contact with next level of authority.

**The Laundry Unit is now operational.**

## **PERSONAL ITEMS**

Items recommended to bring on trip are:

Athletic shoes or rubber sole shoes

Sunscreen

Insect repellent

Prescription medicines

Cell phone

Disaster relief team uniform, INCLUDING ID TAG

All personal laundry should have your name indelibly  
written on EVERY item.

One towel, wash cloth, soap and shampoo in case of  
evacuation.



SHOWER AND LAUNDRY TRAILER CONTENTS BY STORAGE BAY

ITEM	BAY	SERVICE	ACQUIRED	INFO
paper plates, cups, etc	1	D	D	stored in step area
tea bags	1	D	D	stored in step area
coffee filters	1	D	D	stored in step area
batteries	1	D	D	AA,C,D,9v,lantern store in step area
electricity test tools	1	E	P	stored in step area
4 wheel chucks	1	E	P	
feminine products	1	D	P	
1 fan	1	E	P	
Men/Women shower signs	1	E	P	to designate shower arrangement
duct tape	1	D	P	general use
2 awning retractor rods	1	E	P	keep on hook
1 tv	1	E	D	with remote
1 medical kit	1	E	D	
1 air pump for mattresses	1	E	D	stored in step area
1 battery pwr'd ice chest	1	E	D	
1 coffee pot	1	E	D	stored in step area
1 2# ground coffee	1	D	D	
gal water	1	D	D	****
canned soup	1	D	D	****
paper towels	1	D	D	stored in step area
2 twin mattresses	1	E	D	For use in shower bays
1 queen inflatable mattress	1	E	D	1 for shower master
6 wool blankets	1	E	D	Red Cross donated
1 set queen sheets	1	E	D	
7 pillow cases	1	E	D	
6 pillows	1	E	D	
1 microwave	1	E	D	
1 box tracts	1	D	D	
1 Fire extinguisher	1	E	P	Must check/6 months
1 portable cd player	1	E	D	
1 operations manual for trlr	1	E	D	
warranty papers & fire box	1	E	D	
1 tub sink, installed	1	E	P	
1 velux blanket	1	E	L	belongs to Johnson's
2 boxes elec connections	1	E	P	to be hooked to power trlr
1 box shipping bolts	1	E	P	for washing machine transport
toilet paper	1	D	P	stored in step area
1 5 gal bucket	1	E	D	to catch drain of sink
1 12 v battery trickle charge	1	E	P	in case by door

2 3drwr bins for small item	2	E	D	
Contents of drawers	2	D	D	Rinse, razors, dental, hair
3 6" tables	2	E	P	
3-13 gal laundry cans	2	E	D	
3-3gal trash cans	2	E	D	1 filled with tshirt sacks
1 propane dollie	2	E	P	carry on top of tables
1 propane manifold	2	E	P	carry on top of tables
3 shower stools/mirrors	2	E	P	
bath towels	2	E	D	
wash cloths	2	E	D	
3 shower stalls/curtains	2	E	P	

3 shower stools/mirrors	3	E	P	
1 ice chest	3	E	D	orange polystyrene
2 truck mats/flooring	3	E	D	Flooring outside shower units
1 brut with tools	3	M	P	listed below
1 crate tarps	3	E	D	
1 box/1 crate bar soap	3	D	D	keep in plastic wrap
1 crate indiv shampoo	3	D	D	keep in plastic wrap
2 laundry baskets	3	E	D	
5 5 gal buckets with lids	3	E	D	
1 3step stepladder	3	E	P	
4 crates laundry supplies	3	D	D	listed below
1 tub sink with fittings	3	E	P	For outside hydrant wash area
1 double shower stool	3	E	D	for larger persons
2 metal cots	3	E	D	
1 tray laundry pins	3	E	P	tray #5 and one extra beads kit
1 crate clothespins,line, etc	3	E	D	20 shower curtain clips
1 water filter kit in tub	3	E	P	
1 set water hoses for filter	3	E	P	stored in blue tub with lid
2 power cords	3	E	P	very heavy
1 cleaning tool rack	3	E	P	
3 shower stalls/curtains	3	E	P	

Contents of Brut:

2 straw brooms  
1 push broom  
1 butler kit  
2 squeegee short handle  
1 small vac cleaner  
1 neon yellow level  
1 door rod for bay 4  
bungee cords

Contents of laundry supplies crates:

bleach and spray nozzle, 2 squeegies, 4 scrub brushes  
liquid soap high efficiency type  
pinesol, trash bags, goo gone  
bounce, clothesline, pins, off, hand sanitizer

1 crate extension cords	4	E	P	
2 foam pads	4	E	D	for packing propane
1 tool box large tools	4	E	D	orange box
1 GE clothes washer	4	E	P	
1 GE clothes dryer	4	E	P	
1 box elec supplies	4	M	P	in red/green tub
2 Rinnai water heaters	4	E	P	with dollie and chains
1 crate with misc supplies	4	M	P	bottle jack, straps, tiedowns, etc
1 tool bucket with tools	4	E	D	
1 ammo case of plbg parts	4	M	D	
1 crate sewer parts	4	M	D	extra clamps/hose, fittings
1 tub sewer connections	4	E	P	for draining trailer
2 crates graywater drng lines	4	M	P	
2 300' 3/4" waterhose/spools	4	E	P	
4 110 # propane tanks	4	E	P	
1 propane tank tree	4	E	P	with chain and come along
4 bags tenting	4	E	D	divided by side, poles, top, poles
3 small spools elec cord	4	E	P	
1 tub water hose & gas connections	4	E	P	connecting heaters to water & gas sources

SERVICE CODE:  
E=EQUIPMENT  
M=MAINTENANCE  
D=DISPOSABLES/ REPLACE FREQUENTLY

PURCHASE CODE:  
P=PURCHASED  
D=DONATED

Clorox wipes	5	D	D	
4 clipboards w/pprwork	5	E	P	
fabric softener sheets	5	D	D	
1 tray laundry pins w/beads	5	E	P	
1 4 tray stkr of pins w/bead	5	E	P	
cleaning supplies	5	D	D	
latex gloves	5	D	D	
clothespins/bag/line	5	E	D	
13 gal trashbags	5	D	D	
1 container misc med supply	5	D	D	
1 tray laundry pens,pins,tags	5	D	D	
ziplock bags	5	D	D	Qrt,gal,pint, sdw,snack
30 gal trshbags	5	D	D	
insect repellent	5	D	D	
tshirt sacks	5	D	D	donated by wal mart
hand sanitizers	5	D	D	
indiv hand sanitize	5	D	D	
1 laundry basket	5	L	D	
shout	5	D	D	
bleach	5	D	D	
6 large plastic tubs	5	E	D	
2 foldup bag chairs	5	E	D	
1 flyswatter	5	E	D	
2 50 #propane tanks	5	E	D	
1 std hot water heater	5	E	D	
sewer hose	5	E	P	
1 spare tire	5	E	P	
1 portable step for entering	5	E	D	store in door well of laundry trlr
1 brut	5	E	D	
water line hard plastic	5	E	P	
electric Cord	5	E	P	
pprwrk for laundry trlr eq	5	E	P	
1 water purification kit	5	E	P	in tub with 2 water hoses for hookup

1 spare tire for shower trlr		E	P	front extension, exterior
2 20# propane tanks		E	P	front extension, exterior

# TROUBLE SHOOTING

Problems with/in Shower/laundry units

PROBLEM	POSSIBLE CAUSE	WHAT TO DO
<p>No power</p>	<p>Breaker tripped Not plugged in to trailer Not supplied with 220 power or generator</p>	<p>Check electric panel box, reset breaker Unplug and replug at all sources Check wiring connections Is generator running properly</p>
<p>Propane Smell Leak  In laundry room</p>	<p>Loose connection at: bottles, tank, regulators, dryer, or hot water heaters  Loose connection or valve at rear of dryer</p>	<p>Turn off ignition sources Use spray bottle of soap solution and spray connections one at a time Tighten fittings Recheck with spray solution Tighten fitting. If problem continues, remove and cap fitting at outside left of trailer Report this for correction.</p>

<p><b>Air conditioners</b>          Won't turn on or slow to start</p> <p>Not cooling          Not heating          Water drip inside trailer</p>	<p>No power See Note 1          Turning on all units at same time</p> <p>Thermostat set too high          Thermostat set too low          Trailer not level          Humidity/weather</p>	<p>See NOTE 1          Turn all units off. Restart one unit at a time          Reset thermostat setting          Reset thermostat setting          Level trailer          Adjust thermostat</p>
<p><b>Water Supply/temperature</b>          Too hot</p>	<p>Interruption in electrical current. Unit resets at 140 degrees with any</p>	<p>Turn off all water usage. Using © on controls, set temperature at 104-106</p>
<p>Thermostat does not reflect temperature setting</p>	<p>No power to unit</p>	<p>Check electrical connections          Call service man</p>

<p>No ignition</p>	<p>Air in propane lines</p>	<p>Bleed propane line at outside dry connection. Also check water flow by opening hot water valves on shower to eliminate air blockage.</p>
<p>No water flow to showers and washer</p>	<p>Water valve shut off at intake          Water valve shut off at water manifold in rear bathroom</p>	<p>Check external connections and internal manifold valve. For washer check valves above washer. Also, check for kink in hoses.</p>



<p>Awnings not extending</p> <p>Doors rubbing on canvas</p> <p>Awnings will not extend or retract</p>	<p>Upper support/adjustable arms partially locked, will not slide</p> <p>Awning supports not fully extended</p> <p>Release switch in wrong position</p>	<p>Loosen star knobs or extend adjustable support poles</p> <p>Extend awning supports fully</p> <p>Trip switch to appropriate position</p>
<p>Showers: Little or no water coming out of shower head</p> <p>Shower drain</p> <p>Trailer level</p>	<p>Debris in head</p> <p>Possible debris in drain lines or back flow from washer discharge</p> <p>Unit slanted toward front</p>	<p>Remove shower head and clean</p> <p>Turn off showers and washer and determine if proper drainage is restored. If not, check all pipe connections and discharge into sewer drain</p> <p>Check level and correct level or slight tilt to rear</p>

<p><b>Trailer Steps</b></p> <p>Steps vibrating out of storage racks</p>	<p>Lower step tilts to rear</p> <p>Safety chain not secured.</p> <p>Turnbuckle loose</p>	<p>Attach and or tighten chain by turning turnbuckle</p> <p>Attach safety chain around cross member and attach to eyelet</p> <p>Tighten turnbuckle</p>
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<p>Lights – 12 volt Interior not working</p> <p>Travel lights not working properly</p> <p>Lights dimming or flickering</p>	<p>12-volt system breakers thrown, battery not charged or bulbs burned out</p> <p>Loose connection at lights or at vehicle receptacle</p> <p>Too much pull on electrical system</p>	<p>Reset breakers, plug battery electric cord into electrical receptacle to recharge battery, replace bulbs</p> <p>Check, repair, or correct connections</p> <p>Reduce usage if possible until units around are through with their work</p>
<p>Stowed items moved or damaged during travel, ( propane bottles, machines)</p>	<p>Items not properly secured</p>	<p>Check all tie downs, Check floor clips for loose fittings</p>
<p>Tires running low or hot</p> <p>Rear tires running hot</p>	<p>Low air pressure caused by leakage or damage to tire</p> <p>Underinflation or trailer not level</p>	<p>Check inflation and for visible damage to walls or tread. Check valve stem.</p> <p>Inflate tires or level trailer</p>
<p>Dryer unit fails to start or heat</p>	<p>Insufficient gas supply Broken or damaged igniter</p> <p>Not plugged in to electric supply Burned out heating element</p>	<p>Check propane connection and gas supply Check and or replace igniter(Igniter is located behind front lower right corner of dryer panel) Is dryer connected to electric? Replace heating element</p>
<p>Acid smell in Shower Master area (room 1)</p>	<p>Overcharged 12 volt battery Faulty battery</p>	<p>Unplug battery system from electric power source. Check battery vent connections Check battery connections</p>

**Things to check:**

Daily, check all hoses for leaks at connections or in line. Pinholes develop in high-pressure lines, causing unnecessary waste of resources and lessened efficiency of equipment. Splice or replace hoses as needed.

Dryer lint trap cleaned with every load. External vent should be cleaned weekly.

Information for Shower/Laundry equipment is stored in bay 1. This includes:

Manuals for HE washer/dryer

Rinnai papers

Warranties

Master manual for unit.

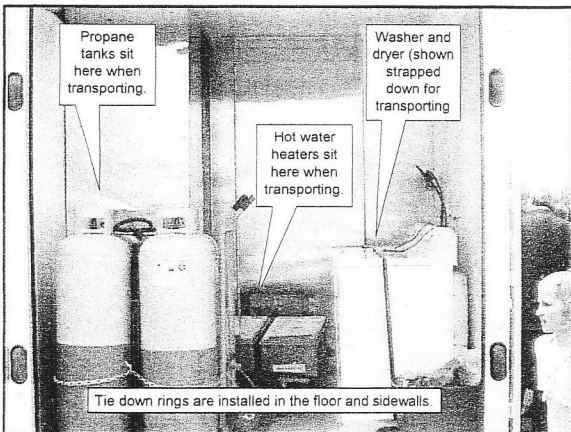
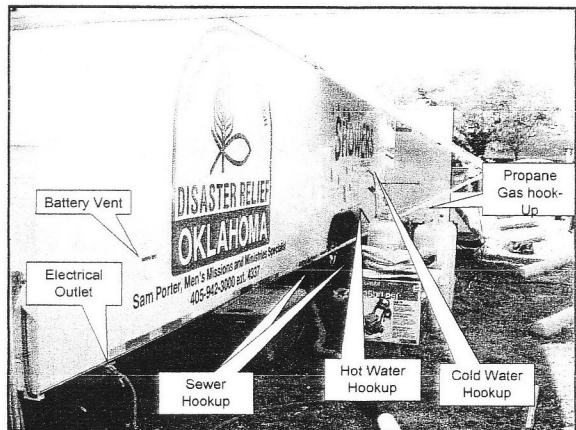
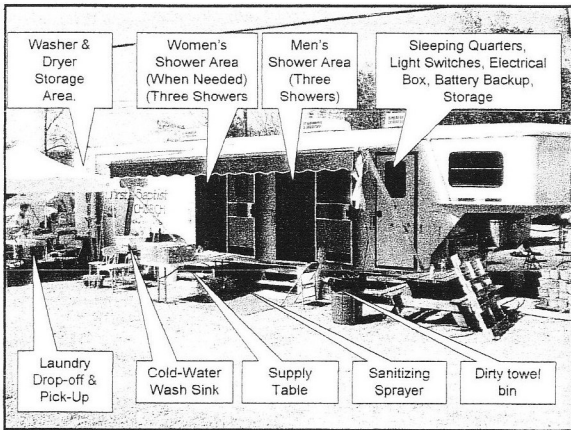
Information for Laundry unit equipment is in upper cabinet, folding cabinet side. This includes:

Manuals for standard washers/driers

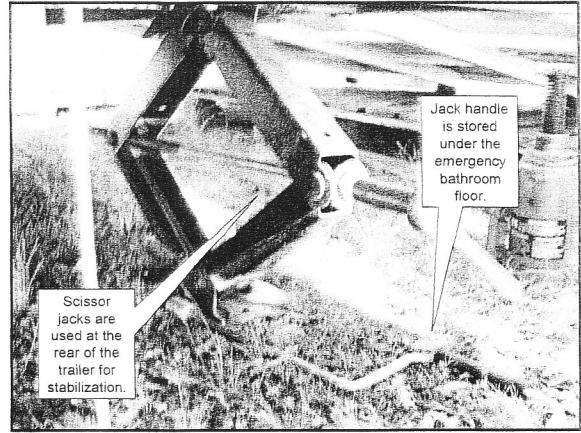
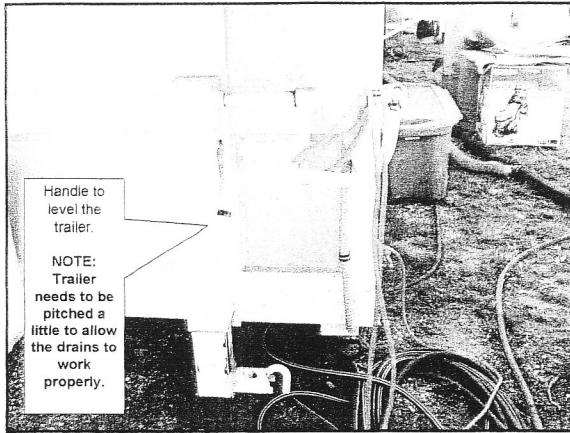
Master manual for unit.



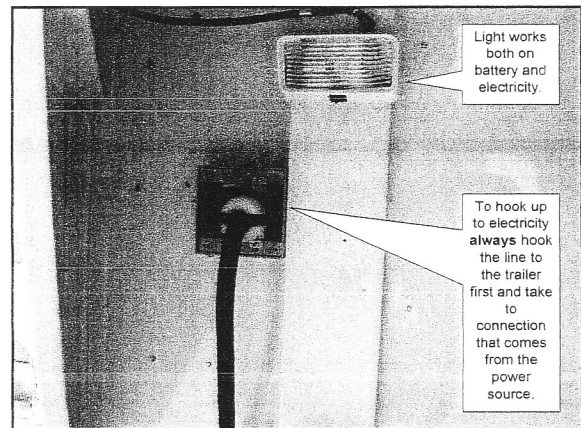
# A Walk Around the Trailers



# Leveling the trailer

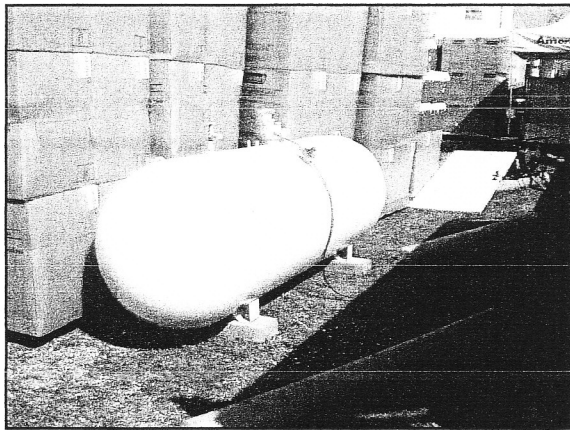
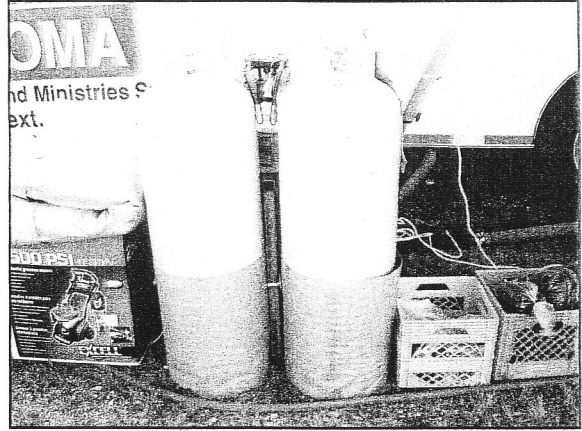


# Getting electricity to the trailer

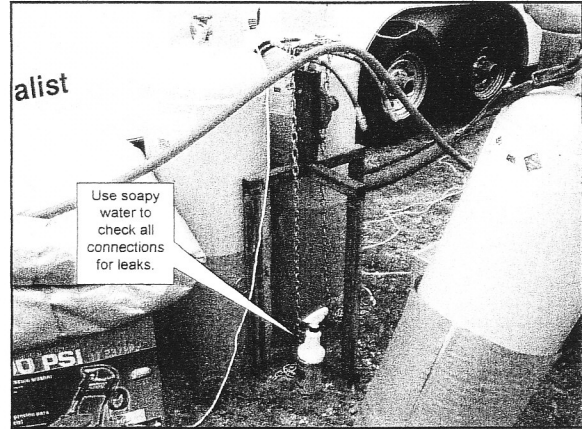
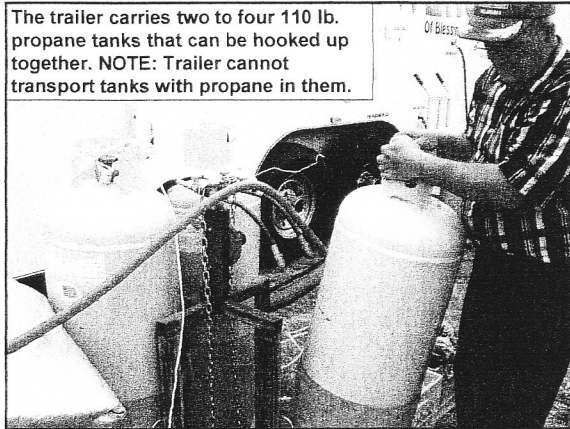


Remove operating equipment from room four, ie. Propane tanks & water heaters

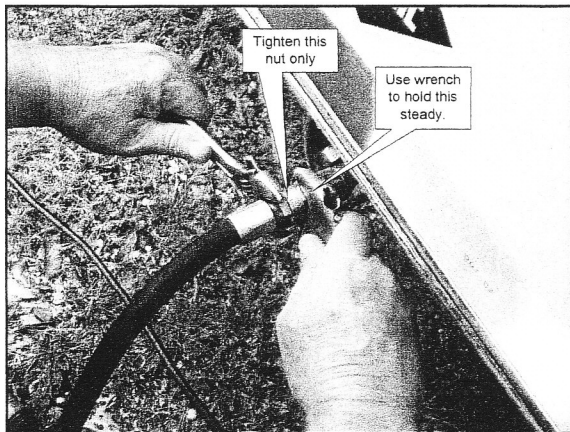
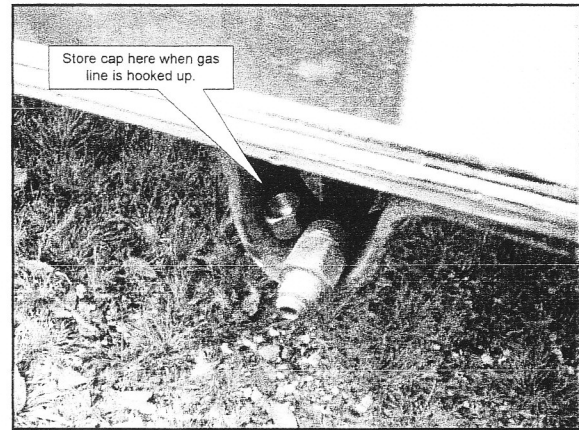
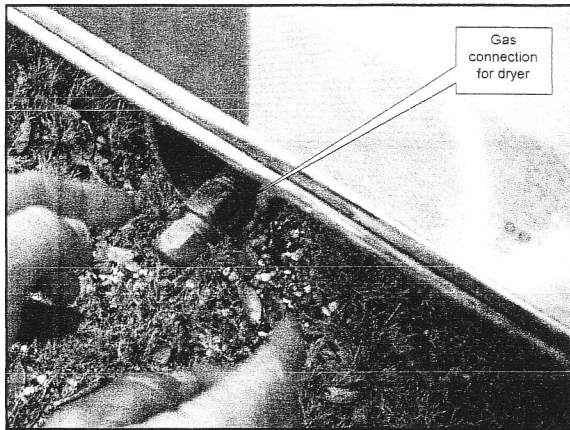
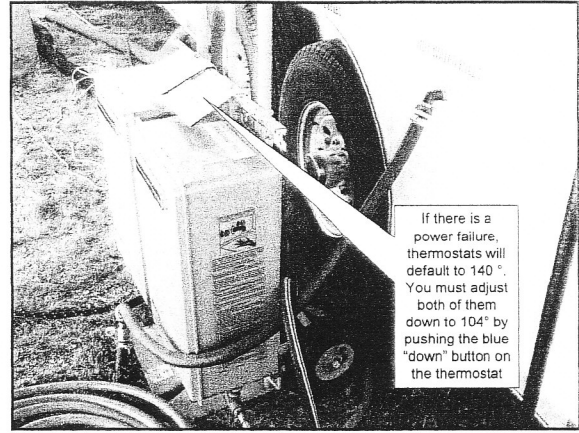
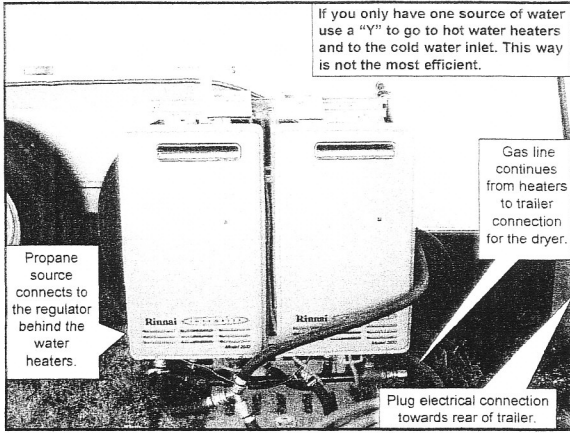
# Possible Propane sources



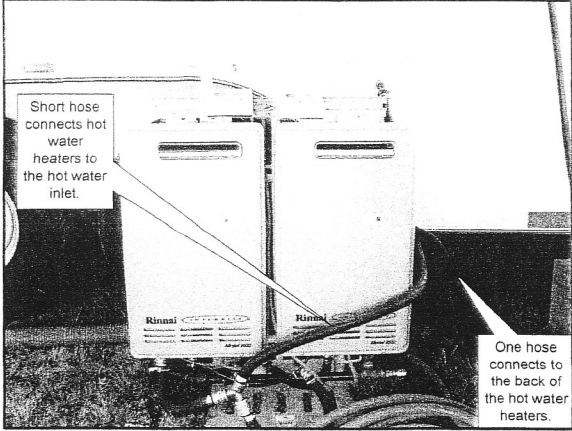
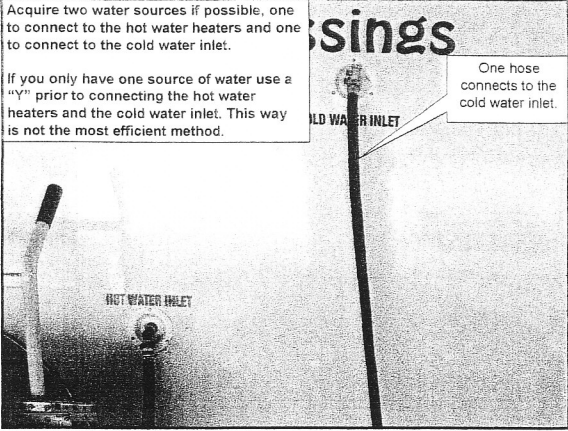
# Gas connection to heaters and dryers



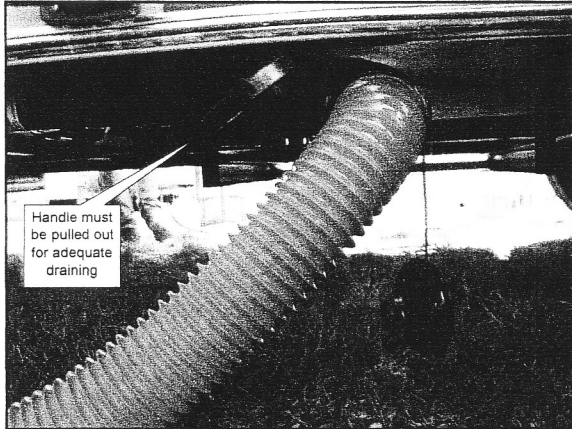
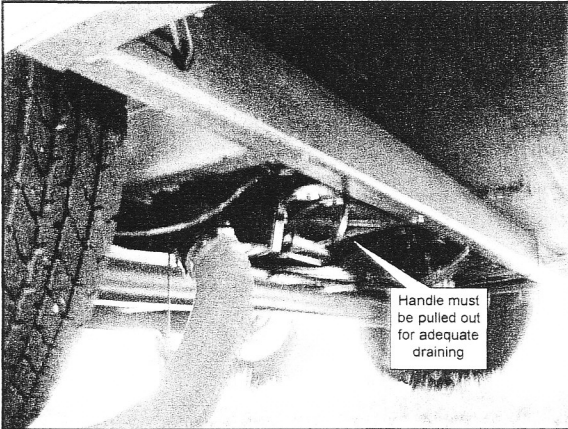
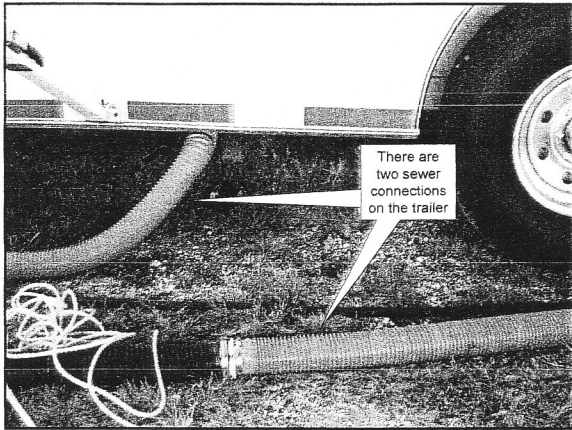




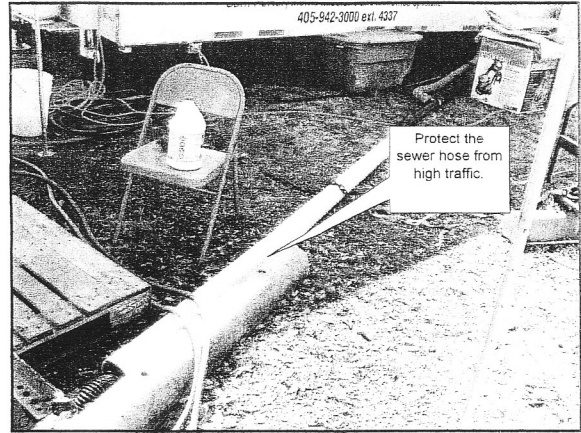
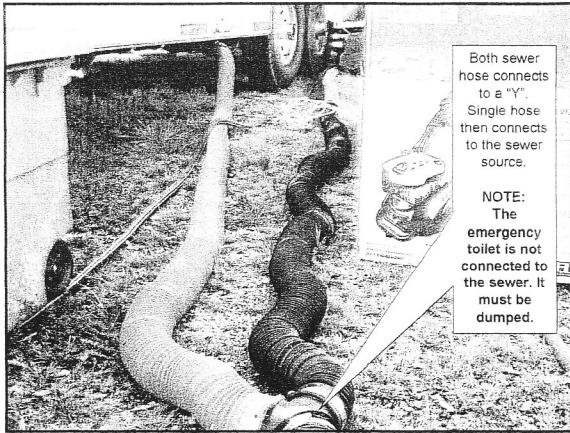
# Water Connection



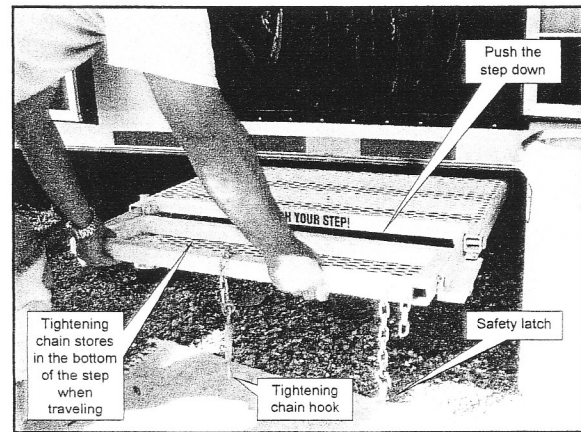
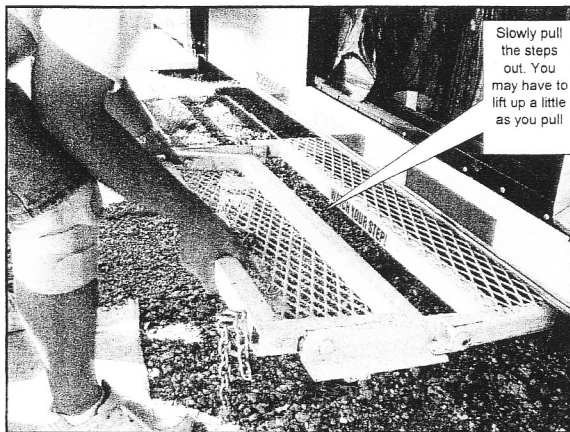
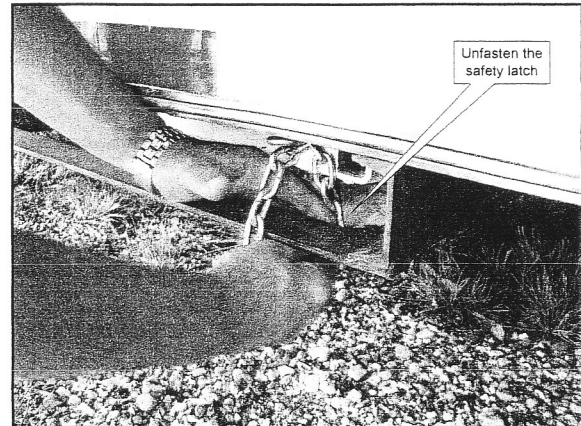
# Sewer connection

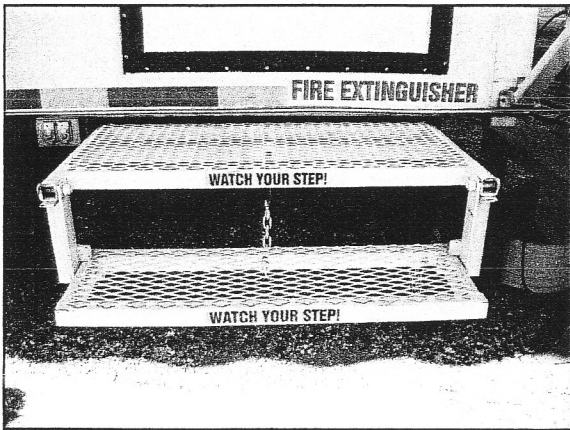
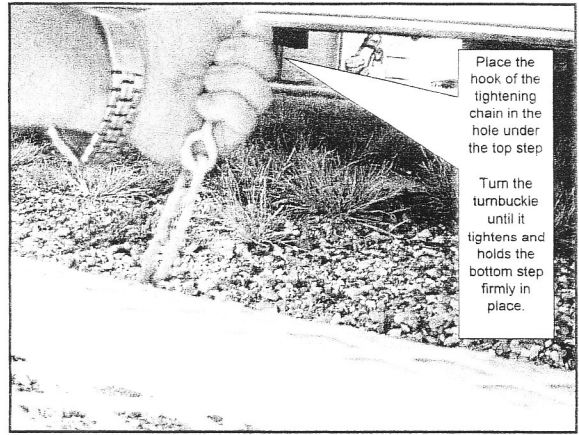
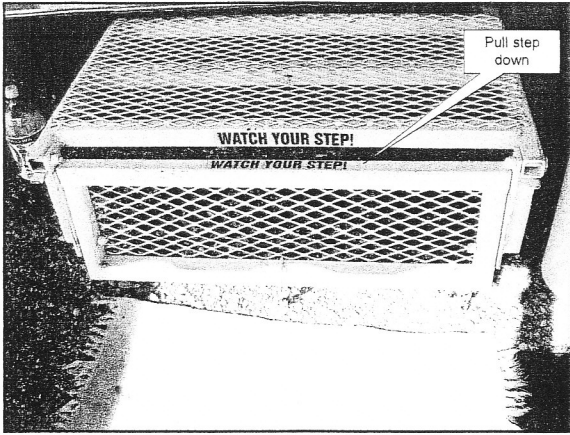






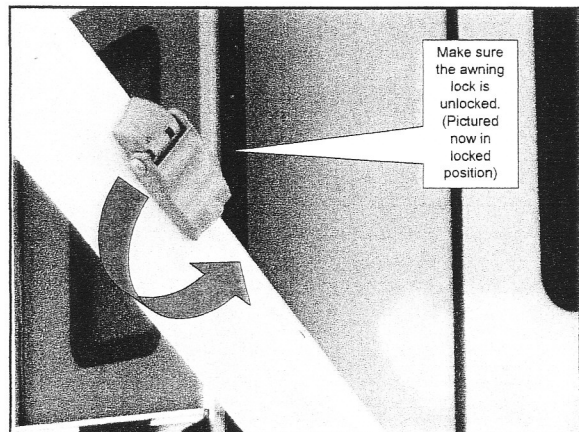
# Setting up the steps

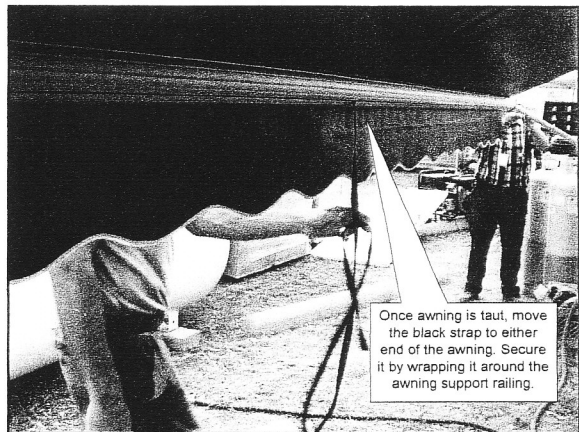
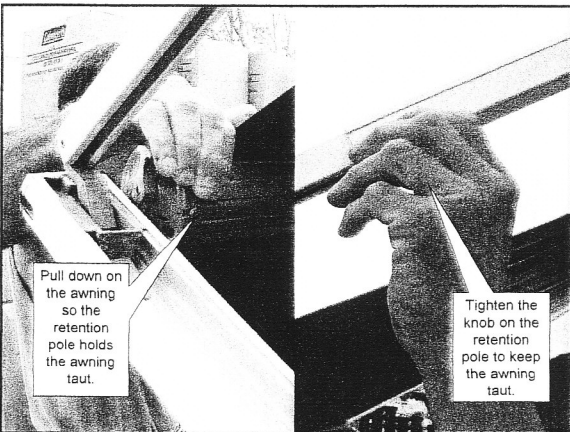
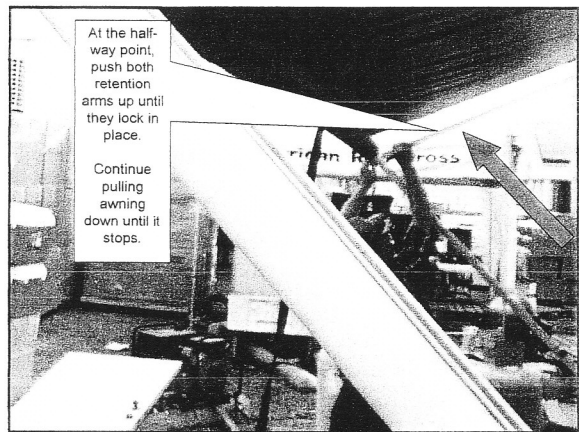
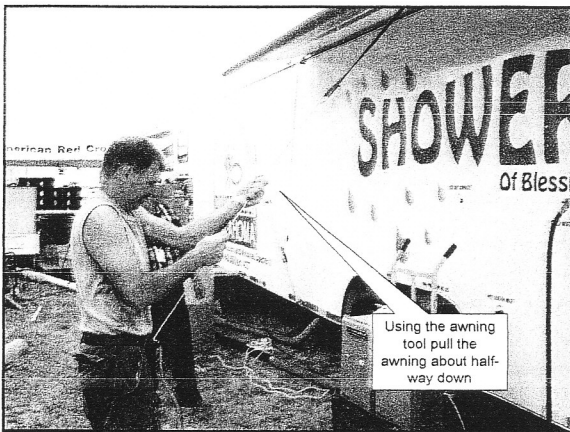
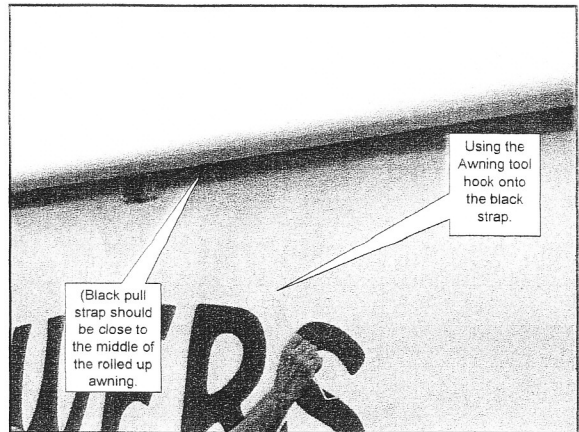
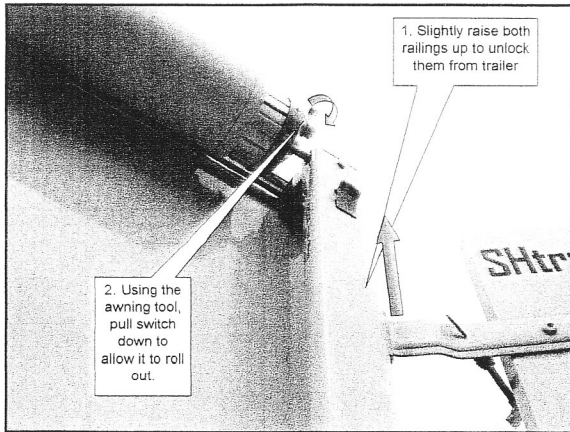


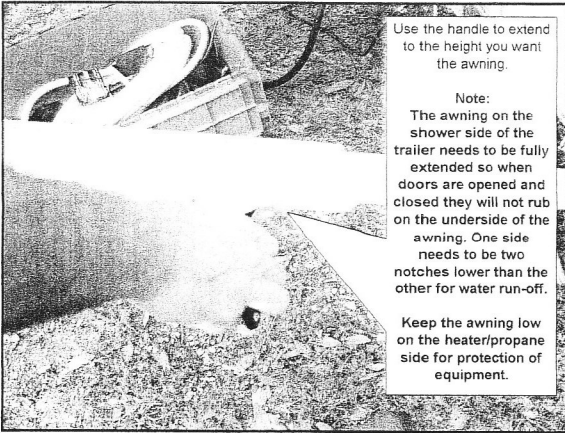


# Setting Up Awnings

(A 2 to 3 person operation)

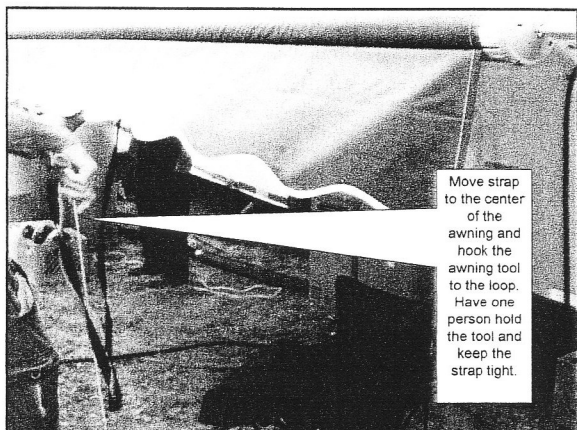
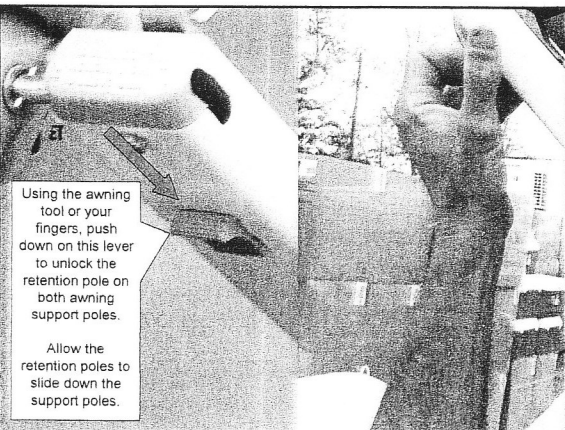
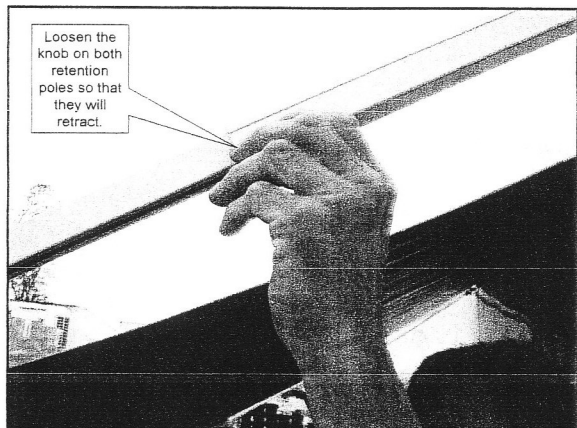
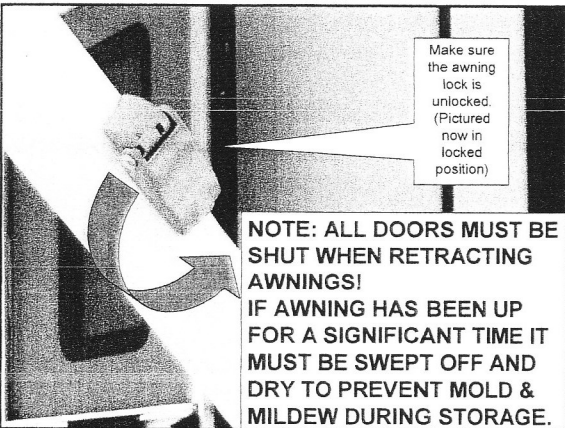




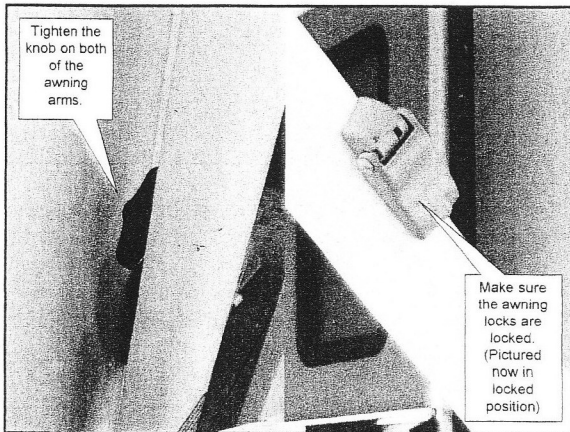
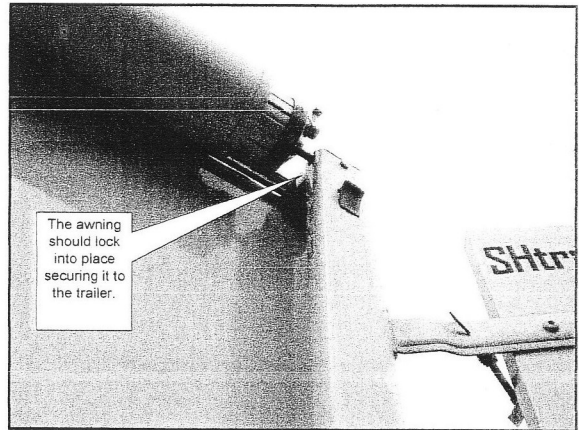
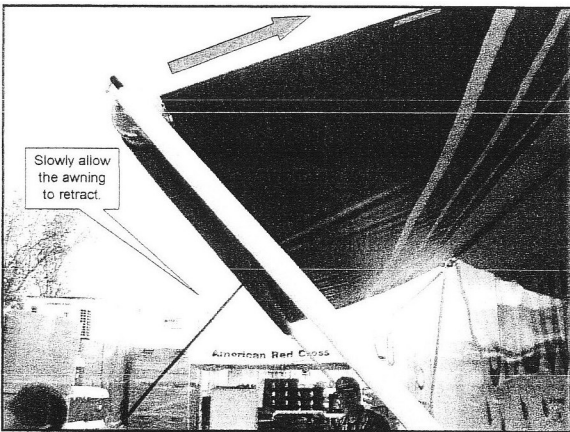
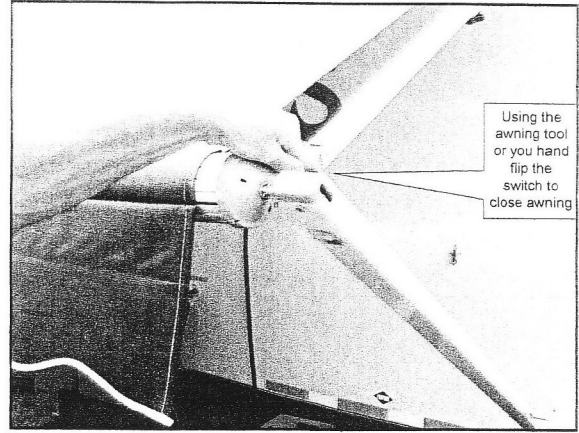
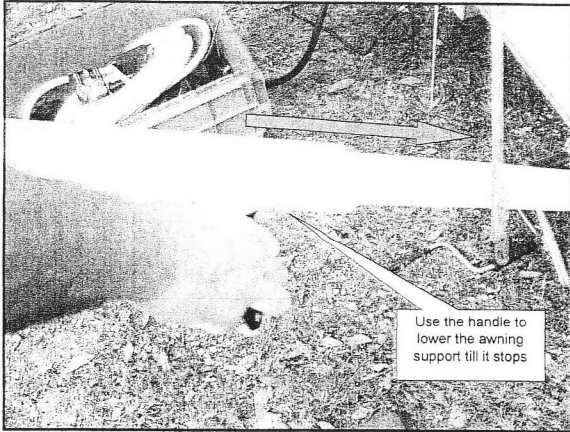


# Closing the Awnings

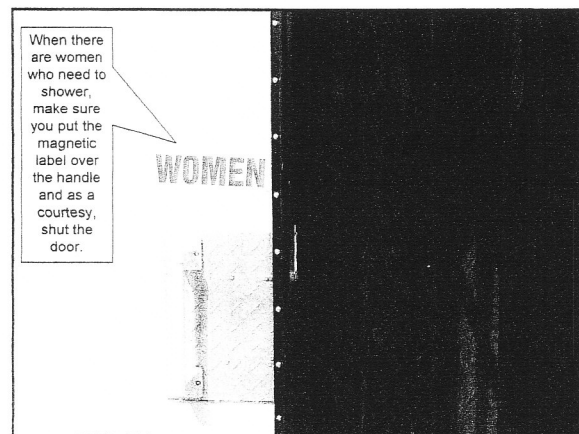
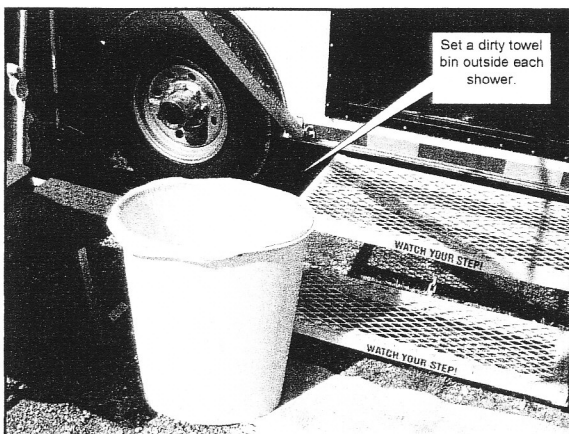
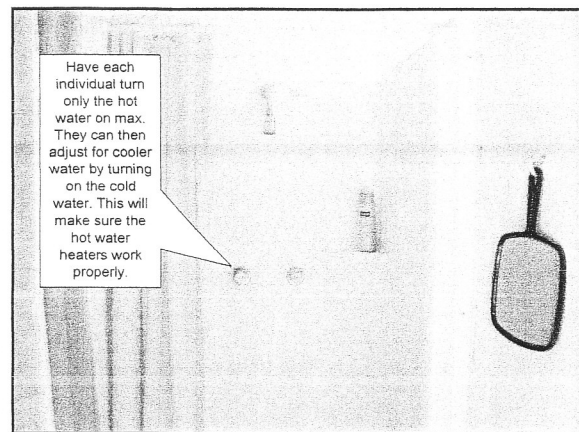
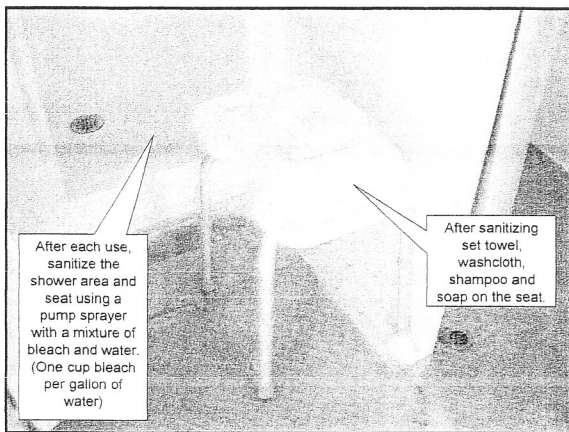
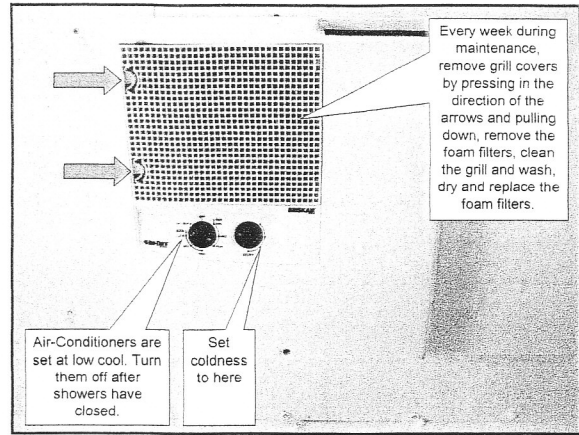
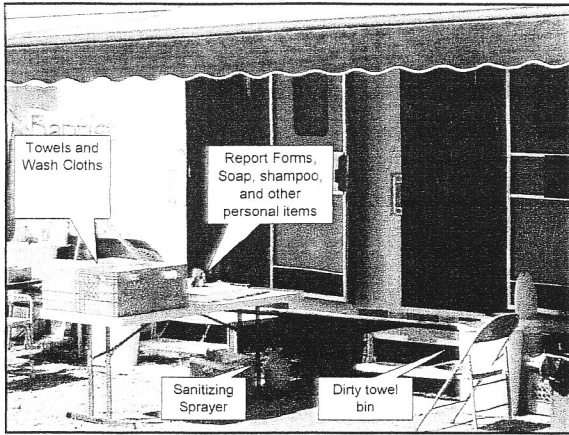
(A 2 to 3 person operation)

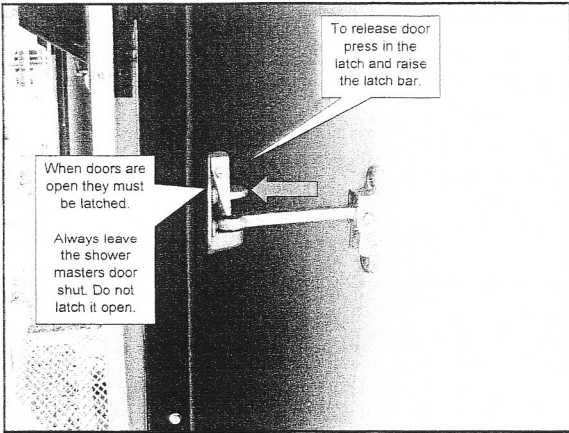




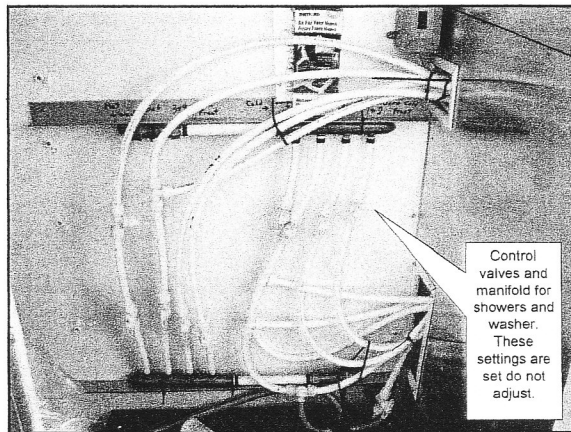
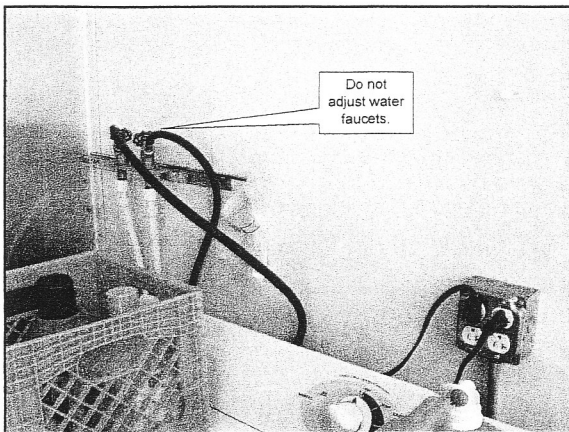
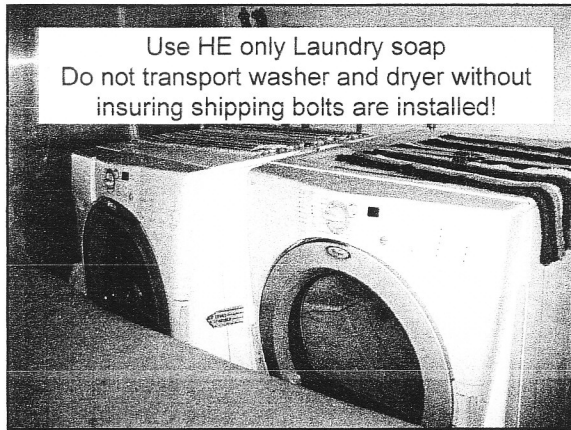
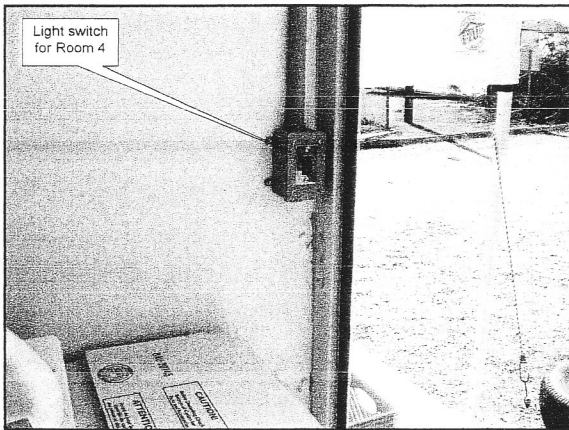


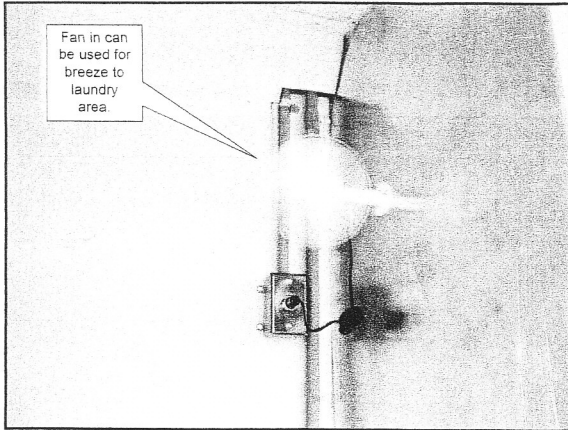
# Preparing Shower Area & Stalls



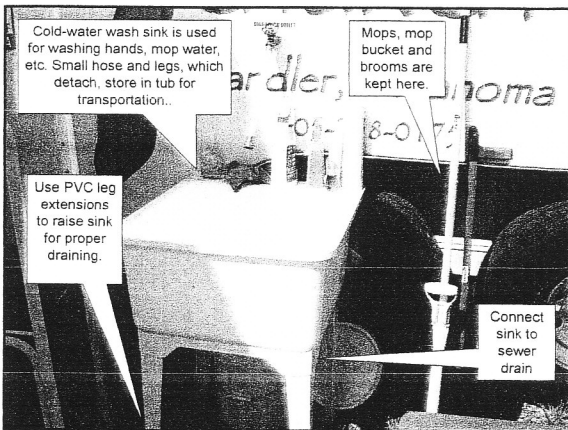


# Room 4 Laundry Room

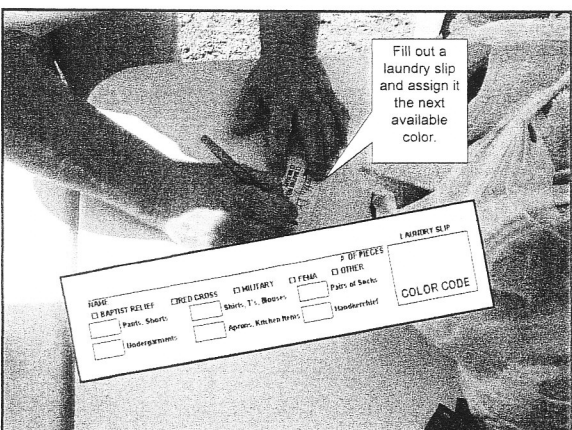
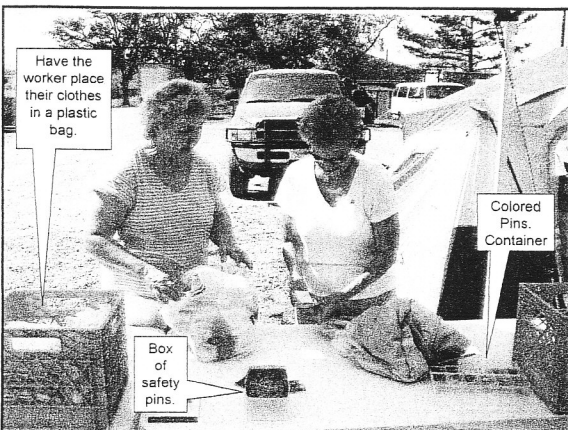




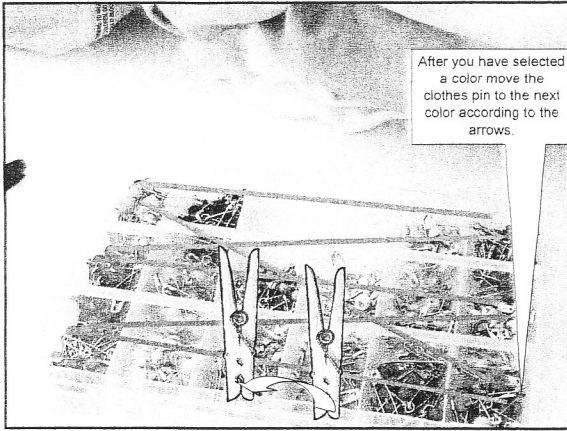
Wash tub,  
mop and  
broom area



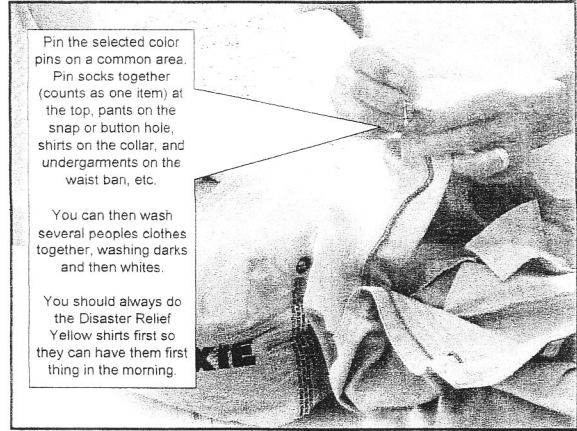
Processing  
Personal  
Laundry







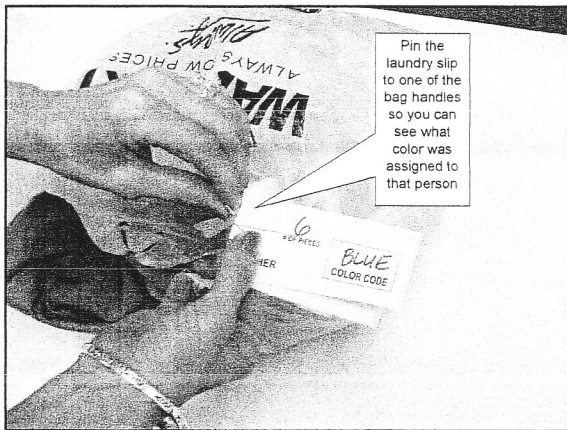
After you have selected a color move the clothes pin to the next color according to the arrows.



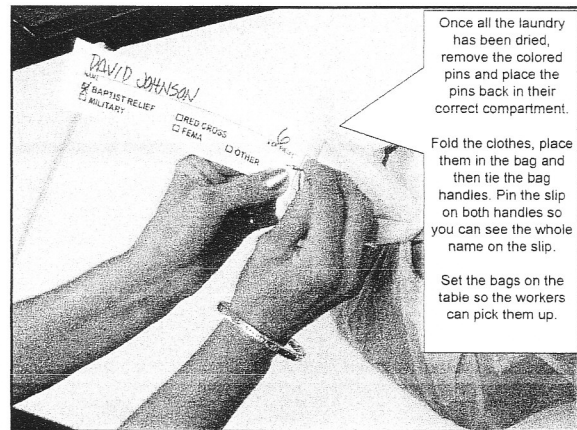
Pin the selected color pins on a common area. Pin socks together (counts as one item) at the top, pants on the snap or button hole, shirts on the collar, and undergarments on the waist ban, etc.

You can then wash several peoples clothes together, washing darks and then whites.

You should always do the Disaster Relief Yellow shirts first so they can have them first thing in the morning



Pin the laundry slip to one of the bag handles so you can see what color was assigned to that person

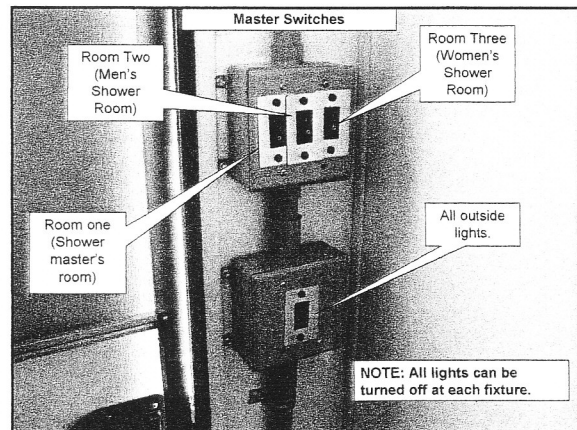


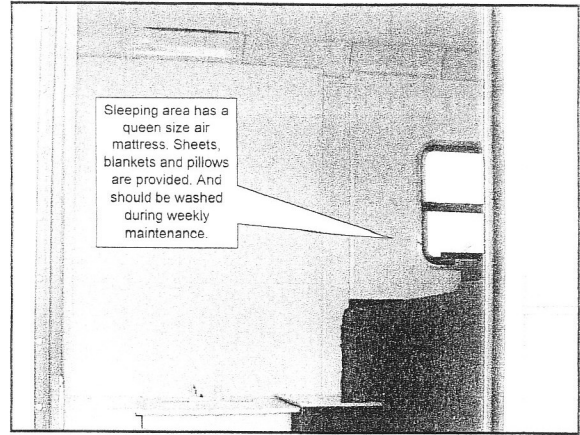
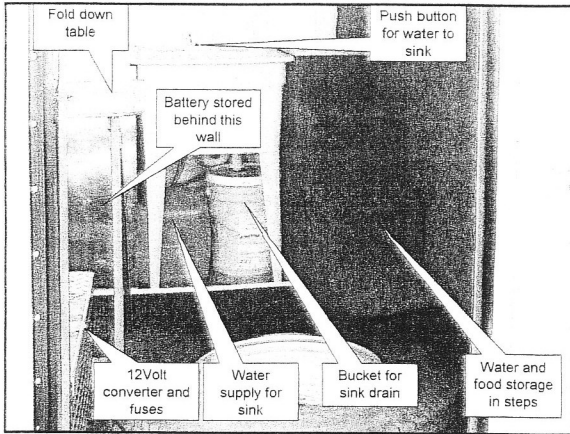
Once all the laundry has been dried, remove the colored pins and place the pins back in their correct compartment.

Fold the clothes, place them in the bag and then tie the bag handles. Pin the slip on both handles so you can see the whole name on the slip.

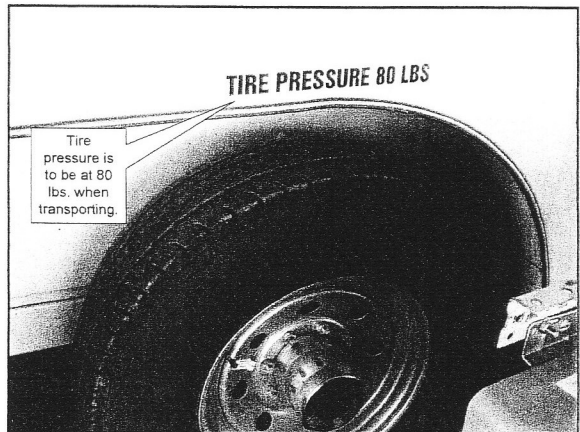
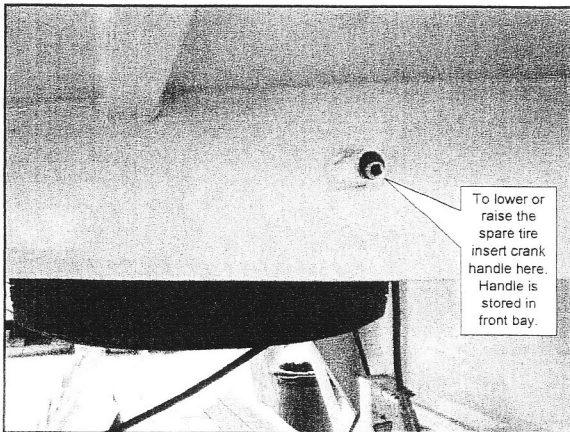
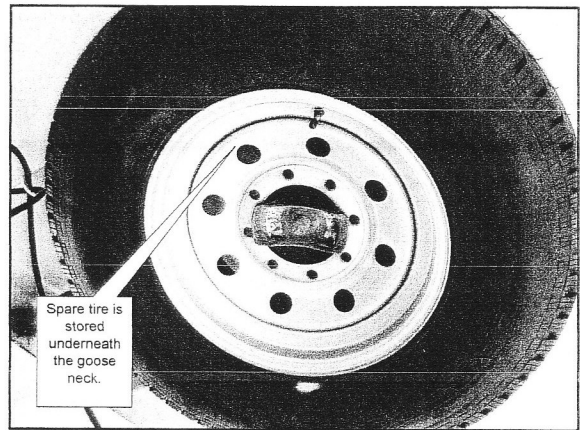
Set the bags on the table so the workers can pick them up.

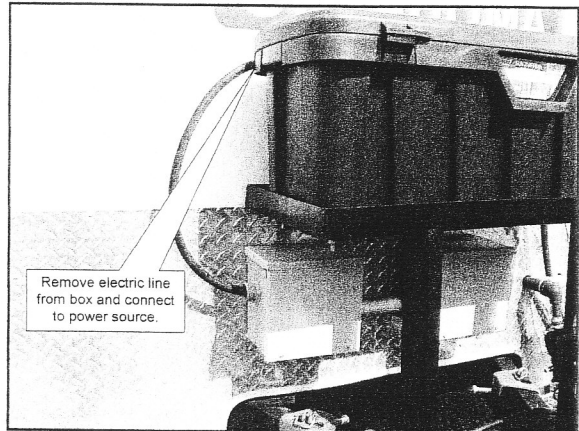
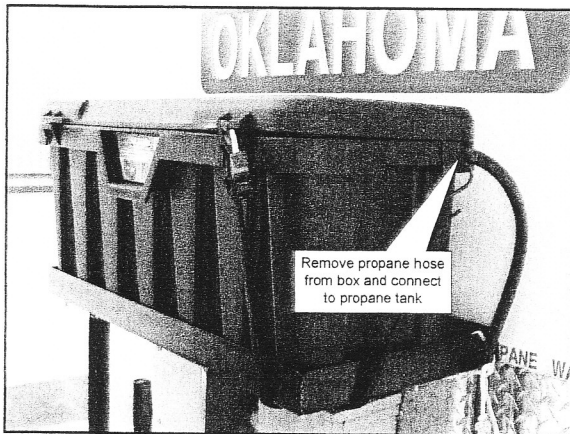
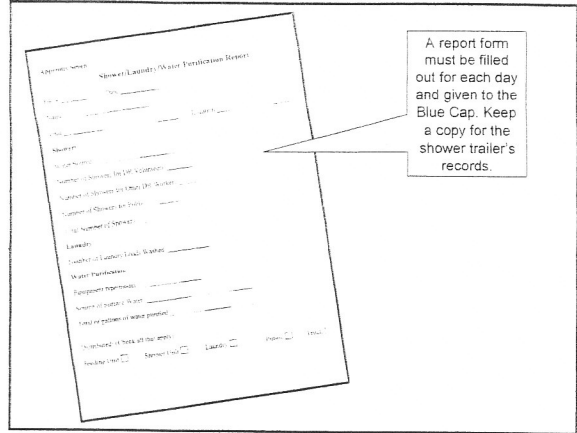
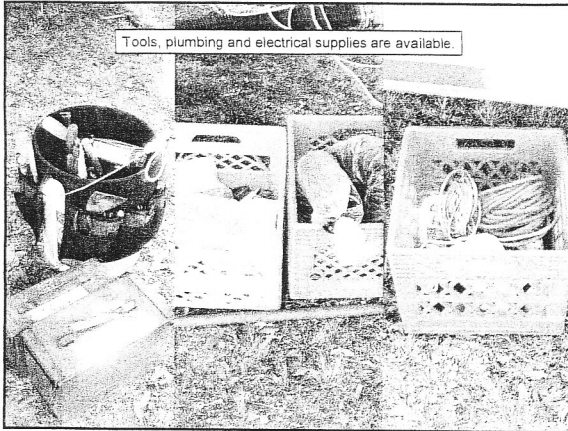
# Room 1 (Shower master quarters)

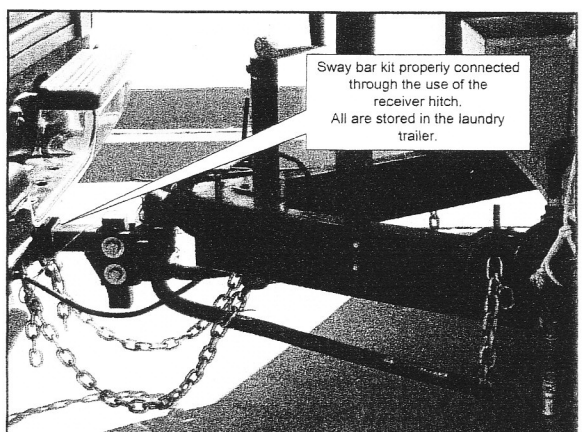
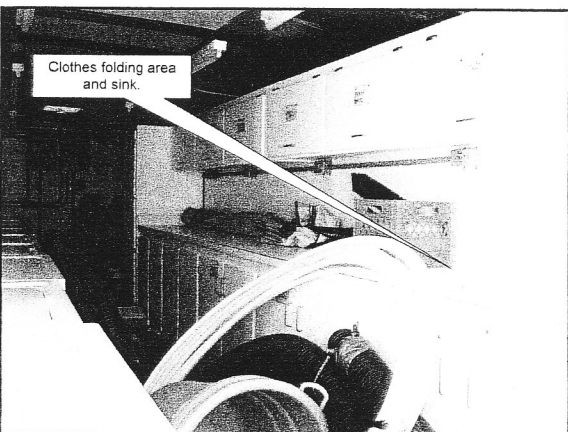
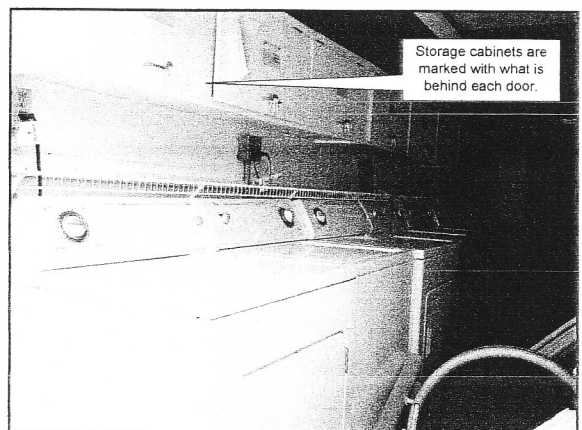
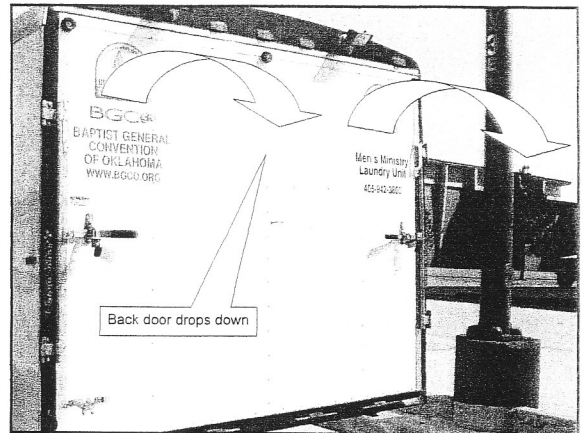
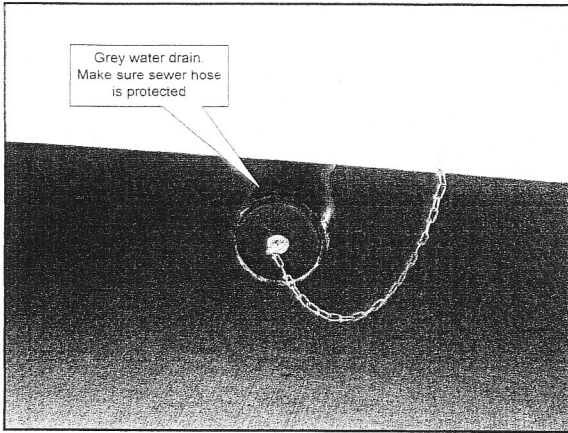




# Misc. information around the shower trailer.









# SHOWER/LAUNDRY CLEANING and SANITATION PROCEDURE

## SHOWER LAUNDRY AND LAUNDRY TRAILER

### DAILY

- Sweep floors
- Clean up clutter
- Wipe tops of washers and dryers
- Clean insides of washers and dryers
- Check outside dryer lint traps
- Check inside dryer lint traps after every load
- Empty trash cans

### TWICE WEEKLY

- Mop floors

## SHOWER ROOMS

### EVERY USE

- Spray with bleach solution
- Remove trash
- Check rugs for wetness, replace if needed
- Replace towel, wash cloth, shampoo and soap

### DAILY

- Wipe down shower walls at close of day
- Wipe down shower stools at close of day
- Sweep dressing area floors, mop as needed
- Change rugs at each shower stall
- Empty trash cans

### TWICE WEEKLY

- Clean floors of showers with Dow Scrubbing Bubbles or other deep cleaning solution. Scrub with small brush. (Don't mix bleach and any other cleaning product)

## WEEKLY

- Remove shower curtains, wash and hang outside to dry.
- Rehang or use another set of curtains
- Clean air conditioner filters
- Wipe ceiling around air conditioners

## OUTSIDE AREA

### DAILY

- Keep tables clean and supplies stocked
- Clean outside sink
- Sweep approach area around trailer (hose down or sweep)
- Wipe trailer wall around outside sink
- Replace towel (or paper towel roll as needed)
- Check soap and heavy duty hand cleaner
- Check for plugged drain line

# LAUNDRY PREPARATION

1. We encourage people to bring laundry every day if possible, rather than waiting for several days. Encourage the Blue Cap and the person in charge of the Support Organization personnel to tell their people.
2. When laundry is brought in, one worker handles that persons laundry until it is sorted.
  - A. Relief worker signs ticket (see example below)
  - B. Laundry is counted (example shows 6 pieces) and recorded in appropriate boxes.
  - C. Assign a colored set of beaded pins and write those colors in color code box.
    1. Always be careful not to use the same set of colored beads twice.
    2. After choosing a colored set move the clothes pin to the next available set that will be used.
  - D. Place a beaded pin on each garment. Place pins on shirt collars, where pants fasten, on the banding of undergarments and pin socks together.
  - E. Hang ticket with clothes pin on the ticket line, color code side down.
  - F. Sort laundry into baskets - darks, lights, and whites
  - G. When needed, use degreaser to remove oil etc. from clothes.
  - H. Use bleach when washing whites, towels, and kitchen items.
    1. Always wash clothes in order, example, darks, lights, and then whites.
      1. At some point record the information on the laundry slip in the notebook.

Example:

<u>Assoc.</u>	<u>Name</u>	<u>Items</u>	<u>Color</u>
R.C. (Red Cross)	John Doe	6	Red/Yellow
B.R. (Baptist Relief)	Jane Smith	4	Green/White

2. If things get hectic, you can go back and do this. It helps a lot if you have any lost items.

- J. After clothes are dried and sorted by pin color, fold and then remove pins. Place each clients laundry in a bag, close it, pin laundry ticket on the bag and place on pick-up table. **Do not remove pins until all items are washed, dried, folded and counted.**
- K. Place all pins back into their proper place in the pin container.

John Doe		6	LAUNDRY SLIP
NAME		# OF PIECES	
<input type="checkbox"/> BAPTIST RELIEF	<input checked="" type="checkbox"/> RED CROSS	<input type="checkbox"/> MILITARY	<input type="checkbox"/> FEMA
<input type="checkbox"/> OTHER			
1	Pants, Shorts	1	Shirts, T's, Blouses
1		1	Pairs of Socks
2	Undergarments	1	Handkerchief
			Aprons, Kitchen Items
			Red and Yellow <b>COLOR CODE</b>