

Daily Schedule/Tasks

(Feel free to provide corrections, adjustments, comments if you think it will improve shelter operations.)

To all Volunteers: The Church of the Holy Comforter asks that you please accept our humble gratitude and appreciation for the service you are providing to help make this year's shelter warm and comforting for our guests.

Please also respect guests' privacy and confidentiality. No guests' photos, names, or personal information is to be disclosed, not even to caring family members. Thank You!

Shift 1	Shift 2	Shift 3	Shift 4	Task
				<p>4:00pm –</p> <p>*** GUESTS ARE NOT PERMITTED IN THE SHELTER BEFORE FACETS FACILITATOR ARRIVAL AND OK ***</p> <p>Shift 1 volunteers arrive. Please sign in.</p> <p>Begin brewing coffee (2-regular, 1-de-caffeinatted) and hot water for tea</p> <p>Fill coolers with water and juice with ice.</p> <p>Ensure facility is ready to receive guests.</p> <p>Direct dinner providers/volunteers to kitchen for dinner preparation - to be served at 6:30pm.</p> <p>Set Tables – 5 rounds of six chairs.</p> <p>Guests are aware FACETS does not permit any entry before 5:00pm, however, if bad weather, guests can wait in lobby area by double doors, near the elevator lobby and columbarium entrance.</p>
				<p>4:30pm –</p> <p>Evening FACETS Facilitator arrives to prep – note: this is a very busy ½ hour for the Facilitator.</p> <ul style="list-style-type: none"> - Evening Van Schedule: 5:00pm and 6:00pm pickups from Lamb Center, - Morning Van Schedule: 6:15am and 7:00am departures for Home Depot Fairfax, - Facilitator announcements, grace, and dinner at 6:30, - Kitchen is closed after dinner but 4 plates will be set-up aside for late arrivals, - Area in McGill Hall set aside for Nurse Visits and Case Worker Visits, and <p>FACETS Facilitator will indicate when guests may enter.</p> <p>Shift begins preparation of meal service: Meal is to be heated in ovens in preparation of 6:30pm service Tables and Food/Beverage/Bussing areas are to be set-up</p>
				<p>5:00pm –</p> <p>When Facilitator OK's - Guests are permitted to enter shelter for registration/check-in.</p> <p>Guests may help themselves to beverages.</p> <p>Volunteers help guests become familiar with amenities and where they may put their belongings.</p>
				<p>6:00pm –</p> <p>Ensure execution of 1st Fire Watch Patrol, which is to be performed hourly on the hour, thereafter. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.</p> <p>Hand out lunch menus so guest can select type of sandwich, etc.</p>
				<p>6:30pm –</p> <p>Dinner time.</p> <p>Facilitator makes announcements and reiterates rules and emergency exit procedure to guests.</p>

			<p>Grace is said.</p> <p>Dinner is served. Encourage the Facilitator to also dine!</p> <p>*** Remember to plate some meals (4?) for late arrivals.</p> <p>Volunteers are encouraged to dine with the guests after all have been served. A sandwich can also be offered.</p>
			<p>7:00pm –</p> <p>Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.</p>
			<p>7:30pm –</p> <p>Dinner is concluded.</p> <p>Kitchen, serving, and dining areas are cleaned, round tables put away, sleeping areas are prepared.</p> <p>Freshen coffee, tea, hot water, water and juices.</p> <p>Note items needed on shopping list!</p> <p>Social time between guests and volunteers.</p> <p>Collect lunch menus!</p>
			<p>8:00pm –</p> <p>Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.</p>
			<p>8:30pm –</p> <p>Shift 1 volunteers depart. Thank you for your service! Please sign out.</p> <p>Shift 2 volunteers arrive. Please sign in.</p> <p>Extend hospitality to facilitator and guests– if they are still awake.</p>
			<p>9:00pm –</p> <p>Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.</p> <p>Prepare next-day bagged lunches per each guest’s menu selections.</p> <p>Remember to keep ham separated from other food items.</p> <p>Do not use same gloves on other food items once ham has been handled.</p> <p>Attach each guest’s menu to appropriate lunch bag(s).</p> <p>Refrigerate bagged lunches. (Shift 4 will move lunches to round table in Ministry Center exit for guests to take with them upon their departures.)</p> <p>Check beverage cooler for water, juice, etc.</p> <p>Note items needed on shopping list!</p>
			<p>10:00pm –</p> <p>Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.</p> <p>Quiet time - activities confined to room in McGill Hall</p>
			<p>11:00pm –</p>

			Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			11:30pm – Overnight FACETS Facilitator and Overnight Team Leader arrive and are updated in.
			12:00am – Evening FACETS Facilitator and Evening Team Leader depart – Thank you very much! Please sign out.
			12:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			12:30am – Shift 2 volunteers depart – Thank You for your service! Please sign out. Shift 3 volunteers arrive – Welcome – We appreciate your help! Please sign out. Team Leader provides briefing to volunteers of their duties.
			1:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			2:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			3:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			4:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			4:30am – Shift 3 volunteers depart! Please sign out. Shift 4 volunteers arrive Please sign in. Begin brewing coffee and hot water for tea, check cooler for juices, water, milk. Put hot foods in oven to reheat. Put out breakfast items such as fruit and cereals. Transfer bagged lunches from refrigerator to round table at Ministry Center exit for guests to take with them upon their departures. Also make extra water bottles available.
			5:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log.
			5:30am – Lights on.

			<p>Guests are awoken. Note: Some will linger until they absolutely have to get up. Plus there's always lines for the bathroom.</p>
			<p>5:45am – Breakfast is served.</p>
			<p>6:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log. Van Rider makes 1st announcement of 6:15 departure to Vienna Metro. Have a volunteer ensure each guest retrieves their lunch when they depart.</p>
			<p>6:10am – Van Rider makes final announcement of 6:15am departure to Home Depot in Fairfax.</p>
			<p>6:15am – Van departs for 1st run to Home Depot in Fairfax.</p>
			<p>6:45am – Van Rider makes 1st announcement for 7:00am departure to Home Depot in Fairfax</p>
			<p>6:55am – Van Rider makes final announcement for 7:00am departure to Home Depot in Fairfax.</p>
			<p>7:00am – Execute hourly Fire Watch Patrol. Check all floors inside building and around outside of facilities. Please log results in Fire Watch Log. Van departs for final run to Vienna Metro. Final guests have departed. Volunteers clean-up, organize donation areas, and ready shelter areas for church usage, take all trash and recyclables out, pick-up outside trash and cigarette butts.</p>
			<p>7:30am – FACETS Facilitator departs, all volunteers depart and ensure facility is secure. Professional cleaning service – New Wave Cleaning will arrive. Please sign out. Thank you everyone for your service!</p>