



MPBC Room in the Inn

## Saturday Bed Making/Setup

### Saturday Afternoon Bed Making/Setup

Resources: 3-5 people; about 45 minutes. Set up in Rainy Day Room.

#### Volunteer Responsibilities:

- Arrange your arrival time with the month captain. Finish by 5:30 PM on Saturday night.
- There is usually more than one group signed up for this; the month captain will let you know of other volunteers. Please coordinate with others if you do not plan to be there at the same time and plan to split the jobs up.
- **ENTRANCE:** Rainy Day Room is located below the church office on the Selwyn Avenue side, accessible from Cornwell Center Parking lot (go down outside stairwell to lower level door to Rainy Day room).
- Remove beds and linens from the closets. Beds are located in storage closet marked "RITI Beds." Bed linens, comforters, blankets, towels, washcloths, and toiletries are located in linen/storage closet marked "RITI Linens." The month captain or the overnight host will unlock the linen closet for you.
- Make up 15 beds in the Rainy Day Room (see diagram below, but add one more bed, since the diagram only shows 14 beds). This includes putting sheets, pillows, pillowcases, blankets and comforters on each bed. Turn down comforter.
- Place a towel on each bed.
- Place a toiletry kit that includes soap, shampoo, conditioner, washcloth, toothbrush, and toothpaste on each bed.
- To finish the job, make sure that the linen closet is closed and locked. Return the key to the month captain or overnight host.

