

Shower Unit Operation

1. Conduct a meeting prior to use.

- a. Set schedule for morning and evening start and closing times.**
- b. Remind everyone that it is important to take a quick shower, others are waiting. Be sure to lock the door when inside.**
- c. Shower curtain must be inside shower during use to keep water off dressing room floor.**
- d. Do not leave soap, towel, or clothes in shower room.**
- e. Washer, dryer, or sinks in control room are not to be used. These are only for the use of disaster relief personnel.**
- f. Hair dryers can only be used in the church, not in shower unit. Electrical supply is limited.**

2. Assigned shower trailer operator must do the following:

- a. Unlock control room using combination 6133**
- b. Turn on lights**

c. Unlock each shower room with key on chain inside control room. Replace key after unlocking rooms.

d. Open roof vents in each shower room.

e. Turn on floor furnace 15 minutes prior to shower use if weather is cold. Turn off after morning use. After the evening use, leave on during freezing weather. Continual use will require refilling the propane bottle sooner.

f. Check shower rooms after each use to insure water is not pooled on dressing room floor. It is important to keep the water from entering the heater vent. Mop up if needed. Make sure nothing is left behind.

g. After morning and evening use, each shower stall and room must be cleaned. Use green cleaner inside shower stall to clean walls and shower curtain. Clean room walls the same way. Mop shower stall floor and dressing room floor with water and bleach.

(Fill mop bucket about $\frac{3}{4}$ full and add 2 capfuls of bleach)

- h. Empty trash cans, close roof vents and lock all doors. Control room door must be locked using the combination lock not the key lock. Be sure the keys are left hanging in the room.**
- i. Turn off lights before locking**

3. Cleaning and storing equipment after use.

- a. Everything must be cleaned prior to storage. This includes drain pipes and steps.**
- b. Follow shower trailer information sheet for proper storage**
- c. Close all roof vents**
- d. Replace cleaning supplies and refill propane bottle before storing. Trailer is always to be stored ready for the next use.**