

Moving In

- Get linens and towels from Family Promise closet (back hall downstairs between restrooms) and place on mattresses/counters in families' rooms
- Remove dry erase board markers and place in cabinet
- Test lamps and radios, place working ones in family rooms (one each per room)
- If the family has a 3 year old or younger listed, please get outlet covers from the host room cart and place in outlets in that room

Moving Out

- Remove mattresses from the rooms
- Clean the rooms where the families stayed
- Clean the restrooms
- Empty trashcans in areas used by families
- Clean kitchen
- Wash linens/towels and returning them to the Family Promise closet (downstairs back hall between restrooms); if wash is not finished before leaving, please leave a note indicating completed wash to be placed back in Family Promise Closet

Transportation for Moving Out

- Trailer will be picked up by next host church
- FUMC volunteers are responsible for taking family members to the Day Resource Center (Foundation for the Homeless headquarters on Balcones Drive) after the FLC has been cleaned.