

# Home Setup Team Checklist: Supplies

\*bold items are essentials

## Cleaning Solutions & Supplies (in 2 plastic bins):

- All-purpose Spray Cleaner**
- Toilet Bowl Cleaner**
- Window Cleaner**
- Mop Fluid (e.g. Mr. Clean)**
- Latex Gloves**
- Disposable toilet cleaning scrubber**
- Paper Towels**
- Sponges/Scrubbers**
- Trash Bags**
- Clean Rags**
- Oven Cleaner
- Goo gone
- Wood Cleaner
- Batteries
- Contact Paper/Shelf liner
- Sink Drain Catchers
- Kneeling Pads
- Lightbulbs
- Masks
- Sharpies

## Essentials:

- Apartment keys/access**
- Family size and member info**

## Cleaning Tools:

- Mop & bucket**
- Broom & dustpan**
- Buckets**
- Stepstool**
- Vacuum(s)**

## Toolbox:

- Scissors**
- Screwdrivers**
- Screws/Nails**
- Razor Blade**
- Duct Tape**
- Extension Cord**
- Hammer
- Measuring Tape
- Cordless Drill

## Volunteer Supplies:

- Bottled Water/Snacks**
- Lunch + Paper products**
- Toilet Paper**

## Home Setup Team Checklist: Tasks

- Visually inspect the apartment and identify any problems that need to be fixed by the landlord, and report these to World Relief staff.
  - Please report:
    - Anything that is broken, missing, or hazardous
    - The presence of any pests
  - You do not need to report:
    - Absence of window coverings (unfortunately landlord is not required to provide them)
  
- Determine where beds should go according to family size and members so you will be ready when Saints Place delivers the furniture.
  
- Tackle the **most essential** cleaning tasks:
  - Bathroom(s)
    - Open all cabinets and clean out any unwanted items
    - Clean mirror(s)
    - Scrub the tub/shower
    - Scrub the sink
    - Clean the toilet
    - Clean the floor
  - Kitchen
    - Open all cabinets and clean out any unwanted items
    - Open all appliances, and give them a basic clean. If time permits, clean them thoroughly
    - Wipe cabinets as necessary, if needed apply shelf liner
    - Clean the floor
  - General
    - Vacuum any carpets
    - Dust away visible dirt, grime and cobwebs
    - Sweep floors, mop if time permits before Saints Place arrives
  
- If time and person-power permits, tackle **optional cleaning tasks**:
  - Clean windows
  - Tidy entryway and/or common spaces
  - Clean dusty light fixtures
  - Other visibly dirty areas as you notice them

- When Saints Place arrives, help direct them to where to place items. Use your best judgement about where things should go, remembering that the family will be free to move them after their arrival as they see fit. You do not have to help carry anything, but if you wish to help the Saints Place volunteers you may do so!
  
- Making the house a home
  - Unpack all kitchen items and place them inside kitchen cabinets
  - Make all beds
  - Put a clean shower curtain/liner in the bathroom
  - Place other available household items as appropriate including trash cans, rugs, throw blankets and pillows, tablecloths, toys, etc.
  
- Enjoy the provided lunch or refreshments together! If the dining table is already set up you can eat there.
  - Pray for the family who will be moving in.
  - Get to know one another
  
- Before leaving
  - Remove all trash from the home, compact boxes, and place as neatly as possible in outdoor receptacles
  - Sweep or mop as necessary
  - Use checklist to be sure all World Relief materials are packed up and returned to the office, along with any keys.
  - Make a note of any supplies that need to be replenished before next time.
  - Make sure all volunteers have all their belongings.

THANK YOU!