

Assigned shower trailer operators must do the following:

1. Unlock control room using combination (_____) (removed from online copy)
2. Turn on three light switches.
3. Unlock each shower room with key on chain inside control room. Replace key after unlocking rooms.
4. Open roof vents in each shower room in warm weather.
5. Turn on floor furnace 15 minutes prior to shower use if weather is cold. Turn off after morning use. Leave on during freezing weather, turning thermostat down to 60 degrees. Continual use will require refilling the propane bottle sooner.
6. Check shower rooms after each use to insure water is not pooled on dressing room floor. Mop up if needed. Make sure nothing is left behind.
7. After morning and evening use, each shower stall and room must be cleaned. Use green cleaner inside (Rear storeroom) 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)
8. 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. Turn off lights before

Shower Unit Operation

Conduct a meeting prior to use

1. Set schedule with local DR leaders for morning and evening start and closing times.
2. Remind everyone that it is important to take a quick shower, others are waiting.
3. Remind each person of these three must-do's:
 - a. Shower curtain must be inside shower during use.
 - b. Dry off inside shower to keep dressing room floor dry.
 - c. Be sure to lock the door when inside.
4. Do not leave soap, towel, or clothes in shower room.
5. Washer, dryer, or sinks in control room are not to be used. These are only for the use of DR personnel.
6. Hair dryers can only be used in the adjoining building, not in shower unit. Electrical supply is limited.

Cleaning and storing equipment after use/Prep for travel

Lock combo is “_____” (removed from online copy)

1. Clean showers, sweep and mop shower floor, close all roof Vent's.
2. Wash bathmats in soapy water.
3. Put chair and wastebasket in Shower stall, hang bathmat over chair.
4. Remove propane gas regulator from tank, store in forward locker.
5. Clean gray water tank, store in workroom.
6. Clean gray water pump, float and switch.
7. Roll up hose after draining and flushing non potable hose. Roll up hoses in wide loops and use Velcro tie straps, then hang in forward locker along with yellow power cord.
8. Raise all four jacks to max height, store crank handle on floor next to tool box in workroom. Put wooden wedges (Used for chocking rear jacks) in forward locker.
9. Unclip short gray drain hose, store in forward locker, then and replace cap.
10. Replace cleaning supplies and refill propane bottle before storing. Trailer is always to be stored ready for the next use.
11. Follow shower trailer information sheet for proper storage