

Rebuilding Day Checklist

Before the Volunteers Arrive	
<input type="checkbox"/>	Get to the site by 7:30 a.m.
<input type="checkbox"/>	Volunteer Captains & Construction Captains check in with each other about any last-minute details.
<input type="checkbox"/>	Set up a check-in area for volunteers.
<input type="checkbox"/>	Post Emergency information by the phone.
<input type="checkbox"/>	Identify a secure area where volunteers can leave their personal items.
<input type="checkbox"/>	Set up paint supply area.
<input type="checkbox"/>	Set up a tool checkout area.
<input type="checkbox"/>	Review what will happen during the day with the homeowner or facility representative.
Before You Start Work	
<input type="checkbox"/>	Collect/have volunteers sign waiver forms, get their t-shirts, and make nametags for the front and back of their t-shirts.
<input type="checkbox"/>	Review duties with your safety captain, garbage czar, and runner.
<input type="checkbox"/>	Welcome the volunteers, and give them a rundown on the day. See the suggested script at RebuildingTogetherSF.org , under 'Captains' for items to cover.
<input type="checkbox"/>	Identify/set up a garbage area with labels for the different sections. For more information, see Tab 5.
<input type="checkbox"/>	<p>Prepare for painting to keep your project site as clean as possible and make cleaning up easier.</p> <ol style="list-style-type: none"> 1) Tarp-off any neighboring property, autos, sidewalks, driveways, etc. that paint might stain. 2) Have a few volunteers cover the concrete or flooring around the laundry sink or clean up area with 2 layers of rosin paper, and tape it down with duct tape. 3) Place a carpet doormat at the edge of the clean-up area, plus each door into the house and the garage, so people can wipe their feet. 4) Make sure volunteers who are painting have a wet rag with them at all times to wipe up any drips or spills when they happen. It takes just a few seconds to wipe up a wet drip but cleaning it once it's dry is difficult and time consuming.
During the Day	
<input type="checkbox"/>	Check in with the homeowner or facility representative periodically.
<input type="checkbox"/>	Ask able-bodied family members to participate in the project. If they aren't willing to work, diplomatically suggest they leave the home until the workday is over. Please call the RTSF office if you need assistance (905-1611).
<input type="checkbox"/>	Walk the project to make sure the volunteers are busy. Think ahead about the next tasks they can work on when they finish what they're doing. Refer to the A & B lists you created for the scope of work.
<input type="checkbox"/>	<p>Check in with each other before agreeing to do any extra work the homeowner or facility representative requests.</p> <ul style="list-style-type: none"> • Don't start any projects you can't complete by the end of the day or make promises you may not be able to keep. • If you take on additional work that will require subsequent work day(s), explain that to the homeowner or facility representative and get agreement on the timeline.

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After Lunch	
<input type="checkbox"/>	Start clean up at 2:30 p.m. so you can complete the project by 4:00 p.m. Do not start any new projects after lunch.
<input type="checkbox"/>	Follow instructions in <u>Tab 6</u> for paint clean up.
<input type="checkbox"/>	Have volunteers help load up the construction coordinator's vehicle.
Before You Leave	
<input type="checkbox"/>	Make sure the site is clean before you release your volunteers.
<input type="checkbox"/>	Walk through the home or facility with the homeowner or facility representative and show them what was accomplished. Encourage volunteers to walk through the site as well.
<input type="checkbox"/>	Leave the first aid kit and any open paint cans with the homeowner or facility representative. If necessary, please provide them with instructions for maintaining the repairs.
<input type="checkbox"/>	Leave last.