

ROOM IN THE INN  
INNKEEPING OPERATIONS-UPDATED OCTOBER, 2015  
WORK HOURS-6PM SATURDAY TO 6:30AM SUNDAY

A. INNKEEPER DUTIES/RESPONSIBILITIES

There should be at least two innkeepers on duty arriving by no later than 6pm Saturday night. The guests typically arrive by about **6:30pm** with dinner served at approximately **6:40pm** in the small fellowship hall. Innkeepers can enter through door off parking lot that has the key pad on the right. A door code is required to enter that door. Once the Inn keeper has entered, the switch for the electronic lock should be in the “unlocked” position and reset after the RII guests have arrived.

Innkeepers welcome the 12 RII guests and ensure that a prayer is said before the meal is served (typically prayer may be said by one of the guests-ask for volunteers).

Innkeepers can cover any announcements just before meal blessing is offered.

Innkeepers might recognize the group that is serving the meal. The meal preparers typically handle clean up after the meal including putting dishes in dishwasher. The innkeepers then empty the dishwasher before going to sleep or while getting breakfast ready.

***Typical announcements made by innkeeper to group at 6:40pm—*** e.g. Non-smoking facility. Smokers may smoke in the small courtyard (columbarium garden) located at the bottom of the stairs across from the women’s restroom. A cigarette butt bucket is provided, located near the door going into the courtyard. (NOTE: Men are not allowed to use ladies restroom. If things get crowded you can guide them to other men’s restrooms in church)

Guest should have all laundry done and showers finished by 10 pm to ensure a quiet environment for sleeping. (NOTE—typically there are several of the men who have stayed at BUMC before and may be familiar with the rules.)

Most of the guests will hit the sack by 9pm (cots should be set up already in 3 classrooms down the hallway just past the kitchen) but there may be a few guests that stay up for a little while to watch TV in the small fellowship hall.

Innkeepers may temporarily set the light sensors in the hallway ceiling to off (slide the button) to keep the lights from coming on and off during the late evening hours due to nighttime foot traffic. **(NOTE—Please reset sensor switches to original positions before leaving Sunday morning.)**

Innkeepers will typically sleep in the library (on the floor) so they are encouraged to bring sleeping bags, perhaps some foam cushioning and pillows.

The men are awakened at **5am** (typically the innkeepers are up preparing the breakfast items by about **4:45am**) for breakfast snacks and coffee (typically sausage biscuits that are left in the refrigerator by food prep team). The innkeepers will need to make the coffee (typically about half a coffee cup of grounds goes into a filter) and warm up the breakfast snacks (typically can be warmed up in the microwave).

Ensure that the 12 sack lunches left behind by meal prep team are distributed to the men Sunday morning (the lunches can be set out in front of the kitchen pantry door for the men to pick up).

The BUMC driver will arrive by **5:30am** to pick up the men and take back downtown.

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#### B. EARLY SUNDAY MORNING CLEANUP

1. As soon as the guests have helped re-stacked the cots at the end of the hallway and provided used linens back to innkeepers ( sheets, towels, etc.) Sheets/pillow cases should be washed first with towels going in last in the washers (this would be in the 5:15am time range). It's suggested that sheets/pillow cases should be washed in the early loads and then put into the dryer first . A small scoop of detergent per load is sufficient. Typically members of the Fellowship class will finish the drying and folding of linens/towels Sunday morning. But innkeepers (at least one if not both) should check back Sunday morning to ensure that all linens have been folded and returned to the metal shelving located across from the clothes washers. Also, the guests should have returned all pillows to the top of the shelf located above the dryers.
2. Men's restroom shall be cleaned. Includes sweeping out and then a light mopping (broom and mop bucket located in janitor room between the two restrooms). Lightly clean the sink and toilets with disinfectant and paper towel (clean sink first, then toilet, then urinals. (NOTE-Ladies restroom is not open for use by the men during their overnight stay.)
3. Kitchen and dining room area clean up. Please ensure used coffee grounds have been put in trash and pots rinsed out. Please dump full trash container bags into dumpster (located in back of building near the back exit from the parking lot (surrounded by wooden privacy fence. Dumpster is locked. Keys are located in both kitchens on small white plastic hooks affixed to wall.) New Garbage bags for empty trash cans are typically located in the top drawer of the island located across from the kitchen sink.
4. Continue to manage change out of laundry from washer to dryer while you engage in other clean up tasks.
5. Disinfectant sprays and rags are typically available on the janitor's gray trash can located in the maintenance closet across from the Fellowship classroom. There is heavy equipment in this room so you know you have the correct room (this is NOT the small janitorial room located one door down).
6. All classrooms where the men slept should be returned to their original set up. There's really only one room (with 4 folding tables set up in a square) that requires any major attention. Just make sure the rooms are ready to go for classes on Sunday.

NOTE—AT LEAST ONE INNKEEPER SHOULD BE WORKING WITH THE GUESTS TO GET THE COTS STACKED, LINENS AND PILLOWS RETURNED WHILE THE OTHER INNKEEPER IS GETTING BREAKFAST SNACKS, MILK, JUICE, COFFEE READY. YOU WILL LIKELY TOGGLE BACK AND FORTH BETWEEN TASKS.

CALL LIST—

IF YOU HAVE ANY INNKEEPER SPECIFIC QUESTIONS PLEASE CALL, RICHARD CLEMENTS AT 615 557.8971, WAYNE PLUMP AT 615 662-5296; DAVID REEDER AT 615 829.9269; OR MARC LYON AT 515 300.1636. MEDICAL/FIRE EMERGENCIES PLEASE CALL 911 AND TRUSTEE FIRST CALL (SEE BELOW)

The Emergency number for Room InThe Inn is 615-251-7064. This is answered 24 hours a day seven days a week. Call this number in the event there is an issue with any of our guests.

FOR MAJOR BUILDING/FACILITY EMERGENCIES (eg, WATER PIPE BURST, POWER OUTAGE) TERRY TAYLOR 615-268-6358, SECOND ALTERNATE: BILL CAVE 615-646-5287; THIRD ALTERNATE—HERMAN DEPRIEST 615.714.8929