

# SITE PLANNING

## Site Preparation Coordinator

Site Preparation is at least Monday morning to Wednesday noon before Annual Sessions begins. It often begins on the preceding Saturday. Some years there is an attempt to do most of the work on the Saturday and Sunday before Annual Sessions begin.

**Most supplies and tools are found in the east porch storage room; others in the recycle area outside basement kitchen or in Clear Creek House storage shed.**

FALL/WINTER: Develop a plan with the Overall Site Coordinator for recruiting 10-12 volunteers to prepare the ILYM campus. Site Preparation can be done Monday through Wednesday noon just prior to the start of Annual Sessions, but it will be very rushed. Most groups start on the weekend before, but be aware that the tents are not set up until Tuesday, so not all of site prep can be done over the weekend.

### SPRING/SUMMER:

- Keep recruiting people to help! Send an announcement about site prep and requesting people to attend to the Administrative Coordinator to be included in the e-mail announcement list. Be sure to include all relevant information (dates, meals provided, if childcare will be provided, etc.). The Administrative Coordinator will have the announcement from last year, which can be used as a template.
- Review the checkoff lists. The Administrative Coordinator will make copies of the checkoff lists (follows below) to be available to give to people who are doing the work. Usually two sets of check-off lists are printed and put on the work table next to the registration desk. One set is taped to the table to check off items when done and provide an easy overview of what needs to be finished. The second set is for people to take with them as they do the task and to return after the task is finished.
- Review signs to be posted (Site Log Signs and Site Prep CCH Signs files). The Administrative Coordinator will have some signs taken down last year and will be at Site Prep by Monday with a computer and printer. Let the Administrative Coordinator know what signs need to be printed up and/or revised.
- Take your ILYM Directory with you to Site Prep in case you need to call the Purchasing Coordinator, Administrative Coordinator, Clerk of M&P, Stewards, Clear Creek Friends, or other volunteers for last-minute clarification, advise, or assistance.
- **Make arrangements or verify that people with pickup trucks will be available to move things from the Clear Creek House storage shed to the meetinghouse area. Depending on the number of people available, two trucks are helpful, though one can be enough. In the past Dick Ashdown and Grayce Mesner have had their trucks available, but you need to make sure when and if they will be at Site Prep.**
- **Items need to be moved out of the storage shed before Tuesday and are generally moved on Sunday (when more people might be around) or Monday.**
- **When you arrive for the first day of site prep, check the garage to see if the golf cart is there. If not contact Dick Ashdown. The golf cart is his and he will see to its arrival.**

**NOTE: The Administrative Coordinator will order the tents, dumpster, and port-a-potties, make sure that fire extinguishers have been inspected and serviced, and make sure there is enough propane for the meetinghouse and showerhouse.**

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## CABINS and PENN HOUSE CHECKLIST

**Cabin:** \_\_\_\_\_ (print one copy for each)

- \_\_\_ Open open windows and doors.\*
- \_\_\_ Sweep cobwebs and dust from ceilings, walls, windows, window screens, and beds.
- \_\_\_ Sweep/shake out mattresses\*
- \_\_\_ Sweep bed frames and wipe down as needed\*
- \_\_\_ Distribute mattresses to frames.
- \_\_\_ Sweep and mop floors.
- \_\_\_ Sweep outside steps and windows
- \_\_\_ Check screens
- \_\_\_ Clean inside and outside of windows with window cleaner
- \_\_\_ Put batteries in flashlights.
- \_\_\_ Hang up flashlight in each cabin.
- \_\_\_ Put battery in smoke detector.
- \_\_\_ Hang “No Smoking” signs in each cabin.
- \_\_\_ Place waste paper baskets in each cabin.
- \_\_\_ Verify that each cabin has a broom
- \_\_\_ Hang “Cabin Cleanup” sign in each cabin (in Site Prep Signs file)

\*In some years on first day of site prep the cabins and Penn House the cabins are aired out by opening windows and doors (leaving screen doors closed). Mattresses are brushed off or shaken and air out outside by propping them up against the buildings. They are left in the sun as long as possible unless there is rain. Then the mattresses are lightly spray on both sides with a 1:1 vinegar water solution Also the bed frames are wiped down with a 1:1 vinegar-water solution.

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## MEETINGHOUSE CHECKLIST

- \_\_\_ Dust benches, tables, and chairs.
- \_\_\_ Clean window sills and divider sills (window sills may need to be vacuumed).
- \_\_\_ Vacuum or sweep floor as needed, including hall to bathroom and stages.
- \_\_\_ In both washrooms: check that toilet, washbasin, windows and mirrors are clean and that the floor has been mopped. Wipe down baby changing mat. Use CLR in sinks and toilet to get rid of stains.
- \_\_\_ Check that both washrooms have a dust pan, broom, trash can, extra toilet paper, extra paper towels, and a cleaning supply caddy. These caddies will be in the east storeroom. Clean the caddies before putting supplies into them. Caddies should have a toilet brush, toilet cleanser, scouring powder, sponge, and extra trash bags. Paper supplies are also kept in the east storeroom.
- \_\_\_ Sweep, and mop if needed, the front and side porches. Wipe down or wash front porch bench
- \_\_\_ Arrange furniture and partitions for displays, registration (the Administrative Coordinator helps oversee this). Rearrange benches on west side of the meetinghouse. See page titled LAYOUT OF MEETINGHOUSE – WEST SIDE.
- \_\_\_ Place sign saying “DO NOT USE” on organ on East side stage (one may already be there).
- \_\_\_ Vacuum again on Wednesday a.m., if needed.

# DISPLAY PARTITION ASSEMBLY, BOOKSTORE and general west room arrangement

There are seven 4' x 6' partitions (gray cloth-covered) and four 2' x 6' partitions. They are stored on the west side of the west stage. All but three of the 4' x 6' partitions are used for the display area in the center of the room. Two 4' x 6' partitions are used to stand in the northwest corner of the meetinghouse to serve as sign-up boards. One 4' x 6' partition goes in front of the stage next to the workshop sign up sheets and is used for posting additional information.

Stacked in the Clear Creek House storage shed are are four 8' wooden tables (blue and black). The tables are used in the center display area. There are two 6' white formica folding tables stored under the coat rack on the west side of the meetinghouse. These two 6' tables are put behind the last bench near the main door (see diagram). The 4 wooden tables come in parts – legs and tops – and need to be washed, dried and put together. There are long white pieces of cloth stored in the large box on stage that are used to cover the tables in the center display. These may need to be washed before use.

Benches are arranged at an angle near the center room divider – angled toward the east side. Arrange them far enough toward the stage area so two tables can be set behind them for display space and not interfere with the walk area near the main door (see diagram).

Space is important to allow for traffic flow. The benches should be about 18" from the wall. There should be about 2' between the benches and the display tables and 2-3' between the display tables and the registration desk/bookstore/activity tables.

**BOOKSTORE (when needed):** Two 8' white formica folding tables are stored under the coat rack on the west side of the meetinghouse to be used for the bookstore. The bookstore is being set up between the chimney and the countertop by the stairs to the basement using the two tables and the metal book racks (which stand in the corner). The bookstore signs are stored in the large box on the stage next to the computer area.

**ACTIVITY TABLE (when no bookstore):** A table is placed in the bookstore area, with the bench used for one side of sitting and chairs moved to provide other seating. The metal book racks are placed along the stage next to the piano and used for book giveaways.

**DISPLAY:** (The Administrative Coordinator will lead putting up/taking down the display partitions.) Four 4'x6' partitions are sandwiched between the four 8' tables making for 16 feet of display table on either side. Two 2' partitions stand perpendicular to the larger ones at both ends and are held in place by two small wood tables. White tablecloths for both 16' sides and the two 6' tables behind the benches are stored in the large box next to the computer area on the stage.

The hardware and tools for assembling the partitions are in a green plastic caddie stored on the west side of the west stage under the table. Connect the tops and the bottoms of the partitions (sometimes the bottoms are not connected and just held in place by the tables). The two small tables used at the ends of the display are usually lining the east room stage. (Do not use the clerk tables on the east stage).

**REGISTRATION:** The large wooden dining table is used for registration. Move it to the space near the west door, facing east. There are several leaves for the table. They are usually in the table. If they are not they will be stacked next to the chimney (near the table). Use all the leaves for maximum length.

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## SHOWERHOUSE CHECKLIST

**(M=Men's side, W=Women's side)** print one for each side

<b>M</b>	<b>W</b>	
___	___	Check hot water (the hot water heaters should be lit before site prep) .
___	___	Open windows.
___	___	Vacuum or sweep cobwebs and dust from ceilings, window sills, and walls.
___	___	Vacuum or sweep and then mop floors.
___	___	Clean toilets, washbasins, counters and mirrors. Use CLR to get rid of stains in toilets and sinks
___	___	Wash toilet stalls.
___	___	Wash down shower stalls.
___	___	Replace shower curtains if needed.
___	___	Wash off garbage can covers.
___	___	Check what signs are needed (new or replacement) and let Administrative Coordinator know (see Site Prep Signs file).
___	___	Check that each washroom has a dust pan, broom, trash can, extra toilet paper, extra paper towels, and a cleaning supply caddy. These caddies will be in the east storeroom. Clean the caddies before putting supplies into them. Caddies should have a toilet brush, toilet cleanser, scouring powder, sponge, and extra trash bags. Paper supplies are also kept in the east porch storeroom.
___	___	Check that each washroom has a toilet plunger, bucket and mop (stored on east porch storeroom).
___	___	Wash Kiddy Potties.

# SITE PREPARATION

**Note: Most supplies and tools are found in the east porch storage room.**

## GROUNDS CHECKLIST

- \_\_\_ If needed, clip and trim in unmowed areas that are near buildings and parts of the grounds that are frequented by people. Make sure the mowing is done before Tuesday (Check with MP&E); though it should be done before site prep starts since some people camp for site prep. The areas around the cabins and the bunkhouse should be mowed as close to these buildings as possible. Additional clipping near the buildings should be done manually as needed to deter mosquitoes, spiders, mice, etc. Make sure the bon fire ring area has been mowed and trimmed as needed.
- \_\_\_ Clip and trim hedges as necessary
- \_\_\_ Put up **SLOW DOWN!** and Quaker crossing signs (both sides of road). Signs are stored in the Clear Creek House storage shed. Slow Down signs go near driveway entrances, one west of Clear Creek House, one east of campground. The Quaker crossing signs go about 4-5 car lengths to the west of the parking lot entrance and to the east of the campground entrance).
- \_\_\_ Set up posts and string and signs designating campground parking area. Posts and strings are stored in the Clear Creek House storage shed. If available, attach brightly colored ribbons to stakes where needed for safer night walking and driving.
- \_\_\_ Set up posts and string with signs designating main parking area to the west of the meetinghouse. Put out reflectors at the parking lot entrance to help drivers not to wander into the ditch. Posts, strings and reflectors are stored in the Clear Creek House storage shed. (See “main parking” diagram).
- \_\_\_ Pick up branches (as needed)
- \_\_\_ Make sure there are at least 5-8 chairs in each area where workshops and worship sharing sessions are held (see Site diagram). Chairs are stored in the Clear Creek House storage shed. They should be washed off before use.
- \_\_\_ Put up the two signs on Rt. 89, on both sides of the road at a reasonable distance from 350<sup>th</sup>/Quaker Lane, so that drivers have time to see and respond to needing to turn. (Dates may need to be changed)
- \_\_\_ Verify both campfire rings are set up and ready to use. See schedule to see if there will be a second campfire.
- \_\_\_ Check swing set for rusty/weak links and connectors
- \_\_\_ Put one large trash can by portable sink and put two or more large trash cans in other convenient places for people to put trash into during Annual Sessions. Put trash bags in the cans. These cans are stored in the Clear Creek House storage shed.
- \_\_\_ At port-o-let delivery (port-o-lets usually do not arrive until Tuesday or Wednesday am), check to make sure that all doors, sink, etc. are fully functional.
- \_\_\_ Stock spare toilet paper in port-o-lets using 3 labeled toilet plungers

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room. Small supplies (batteries, light bulbs) for Clear Creek House are in drawer of cabinet next to basement stairs.**

## CLEAR CREEK HOUSE CHECKLIST

- \_\_\_ Make sure there are paper and cleaning supplies for the kitchen and two bathrooms.
- \_\_\_ Make sure each bathroom has a plunger, toilet bowl brush, and a cleaning supply caddy.
- \_\_\_ Open futons in bedrooms, library and hall. If pad is on take off pad. Flip mattresses. Put mattress pads on all futon mattresses and bed mattresses (pads are usually already on the beds). Mattress pads should be in the upstairs hall closet.
- \_\_\_ Verify exit ladder in each second floor bedroom
- \_\_\_ Test night lights in upstairs hall and bath. Replace bulbs if necessary.
- \_\_\_ Make sure Recycle Center is set up in back entryway.
- \_\_\_ Check the Water Filter Log Book for the water treatment system, (hanging on the south wall of the SE basement room) and replace the "initial filter" if the log book shows that the filter has not been replaced in the last 30 days.
- \_\_\_ Verify that the "No Smoking" and "Tornado Emergency Instructions" signs are on kitchen bulletin board
- \_\_\_ Put Room Use Instructions in each bedroom (behind the opened door).
- \_\_\_ Make sure the following signs are in place (Site Prep CCH Signs file):
  - In basement SE room, sign should be placed next to electrical outlet on south wall: "Please leave water treatment plugged into this electrical outlet"
  - Near the kitchen sink: "Please wash your dishes."
  - On the front and back doors of the house: "Please keep doors closed if air conditioner is operating."
  - On the garage door - "Please do not block garage door." Some years there is a tendency to open the garage door and leave it open. If this is the case, an additional sign should be posted where it is visible when the garage door is open.

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## HIGH SCHOOL BUNKHOUSE CHECKLIST

If high school Friends attend Site Prep they will take care of the bunkhouse prep. Check with the Youth Coordinator to see if any will be attending and will be doing prep.

*Note: One of the bookshelf storage areas includes utility materials such as batteries, light bulbs, an extension cord, and nails*

- \_\_\_ Sweep cobwebs and dust from walls, beds & furniture.
- \_\_\_ Sweep off mattresses and bed frames (leave them stacked for High Schoolers to distribute as needed)\*
- \_\_\_ Vacuum floor; you can use the shop vac in the Bunk House.\*
- \_\_\_ Sweep steps, east deck, and walkways.
- \_\_\_ Check refrigerator.
- \_\_\_ Clean windows.
- \_\_\_ Verify air conditioner is in working order.

\*In some years on first day of site prep the bunkhouse is aired out by opening windows. Mattresses are brushed off or shaken and air out outside by propping them up against the buildings. They are left in the sun as long as possible unless there is rain. Then the mattresses are lightly spray on both sides with a 1:1 vinegar water solution Also the bed frames are wiped down with a 1:1 vinegar-water solution. Also the 1:1 vinegar-water solution is used to wipe off bed frames, tabletops, storage spaces, and book shelves.

## HIGH SCHOOL BUNKHOUSE SAFETY CHECKS

**(this may have been done with the overall Safety Check list, check before doing)**

- \_\_\_ Change the batteries in the 3 smoke detectors (one in each room). The detector in the north room can be reached with a chair or small step ladder. Although the smoke detectors in the middle and south rooms are connected to the electrical system, each detector's battery must be changed. You will need a tall ladder to do this (the should be a fold-up extension ladder inside the bunkhouse, another ladders can be found under the East Porch or in the west end of the storage shed next to Clear Creek House).
- \_\_\_ Check fire extinguishers in bunkhouse (one in each room). Check they have been inspected.
- \_\_\_ Check that no solvents, paints, etc. are in this building.

## FOX HOLE CHECKLIST

- \_\_\_ Sweep cobwebs and dust from walls
- \_\_\_ Clean off benches, chairs and tables
- \_\_\_ Sweep floor, mop if needed



# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## KITCHEN AND DINING ROOM CHECKLIST

(NOTE: If meetinghouse kitchen/dining room is used for site prep, schedule people to clean the kitchen before site prep food service is to begin. Washing pots and wiping cabinets takes a while so start this job early!)

- \_\_\_ Clear ceilings and walls of dust and cobwebs. Wipe down walls and window ledges
- \_\_\_ Wipe down overhead pipes and lights for dust.
- \_\_\_ Wash refrigerators and freezer with baking soda solution (2T soda to 1 qt water). .
- \_\_\_ Plug in refrigerators and freezer.
- \_\_\_ Sweep and mop floor.
- \_\_\_ Set up and turn on dehumidifiers. If not in the dining room, they are in the recycling area.
- \_\_\_ Clean dishwasher and activate according to directions.
- \_\_\_ Clean out sprayer tubes with long, narrow brush (hangs near dishwasher.)
- \_\_\_ Clean all counters and shelves in the kitchen
- \_\_\_ Wash all pots and pans.
- \_\_\_ Wash all utensils and hang in place.
- \_\_\_ Wash all cabinets and drawers.
- \_\_\_ Wash all dishes and silverware from the dining room cupboards in dishwasher.
- \_\_\_ Wash all tables and chairs and arrange as in layout drawing.
- \_\_\_ Wash all busing tubs.
- \_\_\_ Replace caps on chair and table legs as needed.
- \_\_\_ Thoroughly clean stove and clean stove oven, if needed. *(note oven does not need to be lit).*
- \_\_\_ Clean convection oven.
- \_\_\_ Stove pilot lights and hot water heaters should have been activated in advance by someone from Maintenance and Planning. (Make sure water heater for dishwasher, the larger one in the bathroom, is turned up so water in kitchen is up to 110° as per health department.)
- \_\_\_ Dispose of any leftover sanitizer. Wash spray bottles, and refill (1 capful of bleach to 1 gallon of water); should test light purpose on strips.
- \_\_\_ Set up recycling area (consult the Food Recycling Coordinator). There should be areas for compost, garbage (goes into dumpster), containers to be recycled and cardboard/paper.
- \_\_\_ Place signs, in appropriate places, reminding workers to **WASH HANDS!**
- \_\_\_ Place signs on both sides of door to the upstairs and on walls that reminded Friends to keep the door closed for quiet during Meeting for Worship and Meeting for Business.

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## TENT CHECKLIST

(Tents and dining tent tables and chairs are delivered Tuesday morning.)

### Before Tuesday/when tents arrive

- \_\_\_ Get tables, chairs, benches, and toys from Clear Creek storage shed. The overall coordinator should arrange to have a truck to move these things.
- \_\_\_ Wash tables, chairs, benches, toys, etc. Use 1 tablespoon of bleach per gallon of water. Soak toys for 2 minutes then allow to air dry. Toys can be soaked in the wading pool. Rented tables and chairs do not need to be washed

### After tents are setup

- \_\_\_ Move tables, chairs, benches, toys, etc. into Children's Sessions tents or in shaded areas after cleaning. Put items in Children's Sessions tents as follows (see Site diagram attached).
  - \_\_\_ Craft Tent: 2 large table, 1 short table, 1 folding table. 5 large chairs and 5 small chairs. 2 plastic bins
  - \_\_\_ Babysitting Tent: Toys, baby equipment as needed, 4 large chairs, 4 small chairs, collapsing table, first aid kit
  - \_\_\_ Tent 2: 1 large table, 8 large chairs, 1 plastic bin
  - \_\_\_ Tent 3: 1 large table, 8 large chairs, 5 (or more) small chairs
  - \_\_\_ Tent 4: 1 small table, 8 large chairs, 5 (or more) small chairs
- \_\_\_ Set up fence in babysitting tent
- \_\_\_ Set up dining tent tables and chairs according to the Dining Tent diagram attached.

# SITE PREPARATION

**Note: Most supplies are found in the east porch storage room.**

## SAFETY CHECKLIST

The importance of ensuring the safety of those attending Annual Sessions, and preserving the buildings on the ILYM campus cannot be overstressed. This is especially the case with the meetinghouse, the High School bunkhouse, and Clear Creek House.

### FIRE POTENTIAL

The meetinghouse represents an irreplaceable part of our history and sense of place. It is especially vulnerable to fire. If a fire should start, and could not be immediately extinguished, it would very likely burn uncontrollably by the time the closest fire department could arrive. Because of this, open flames (candles, etc.) are not permitted in the building or on the porch. Smoking is also not permitted in these areas. Also, solvents, paint or other flammable liquids should never be stored in the East Porch Storage Room or anywhere in the meetinghouse or basement.

**Open flames and smoking are prohibited in the bunkhouse and cabins (and all buildings on the grounds).**

### FIRST AID KITS

Safety also includes checking contents and placement of First Aid Kits. Kits are stored in the large box on the west stage of the meetinghouse

- \_\_\_ Check expiration dates on contents and buy new supplies as needed. Please buy SMALL amounts of each item as they are rarely used and will be thrown out when they expire.
- \_\_\_ Place one First Aid Kit in the high school bunkhouse, one in the women's side of the showerhouse, and one on the ledge in bathroom hallway in the meetinghouse. One should also go into the babysitting tent. (The one in the kitchen on the counter by the doorway is left in place year-round, be sure to check expiration dates).

### CABIN and PENN HOUSE SAFETY CHECKS

- \_\_\_ Check batteries in smoke detectors in each. You may need a small step ladder. (This may have already been done in the Cabin Checklist; verify before taking time to do this)
- \_\_\_ Check fire extinguishers in each. Check that they have been inspected.

### HIGH SCHOOL BUNKHOUSE SAFETY CHECKS

**(This may have been done with the HS Bunkhouse cleaning list; check before doing)**

- \_\_\_ Change the batteries in the 3 smoke detectors (one in each room). The detector in the north room can be reached with a chair or small step ladder. Although the smoke detectors in the middle and south rooms are connected to the electrical system, each detector's battery must be changed. You will need a tall ladder to do this (there should be a fold-up extension ladder inside the bunkhouse, another ladders can be found under the East Porch or in the west end of the storage shed next to Clear Creek House).
- \_\_\_ Check fire extinguishers in bunkhouse (one in each room). Check that they have been inspected.
- \_\_\_ Check that no solvents, paints, etc. are in this building.

## **SAFETY CHECKLIST (continued)**

### **MEETINGHOUSE SAFETY CHECKS**

#### **West Bathrooms**

- Check battery in smoke detector, located on south wall of the larger bathroom and ceiling of smaller one.
- Open the water heater closet and make sure there is no clutter or flammable objects (paper, boxes, etc.) near the base of the hot water heaters. Also, there should be nothing left on the tops of the hot water heaters.
- Check that fire extinguisher is present in hallway, in clear view, and has had a yearly inspection.

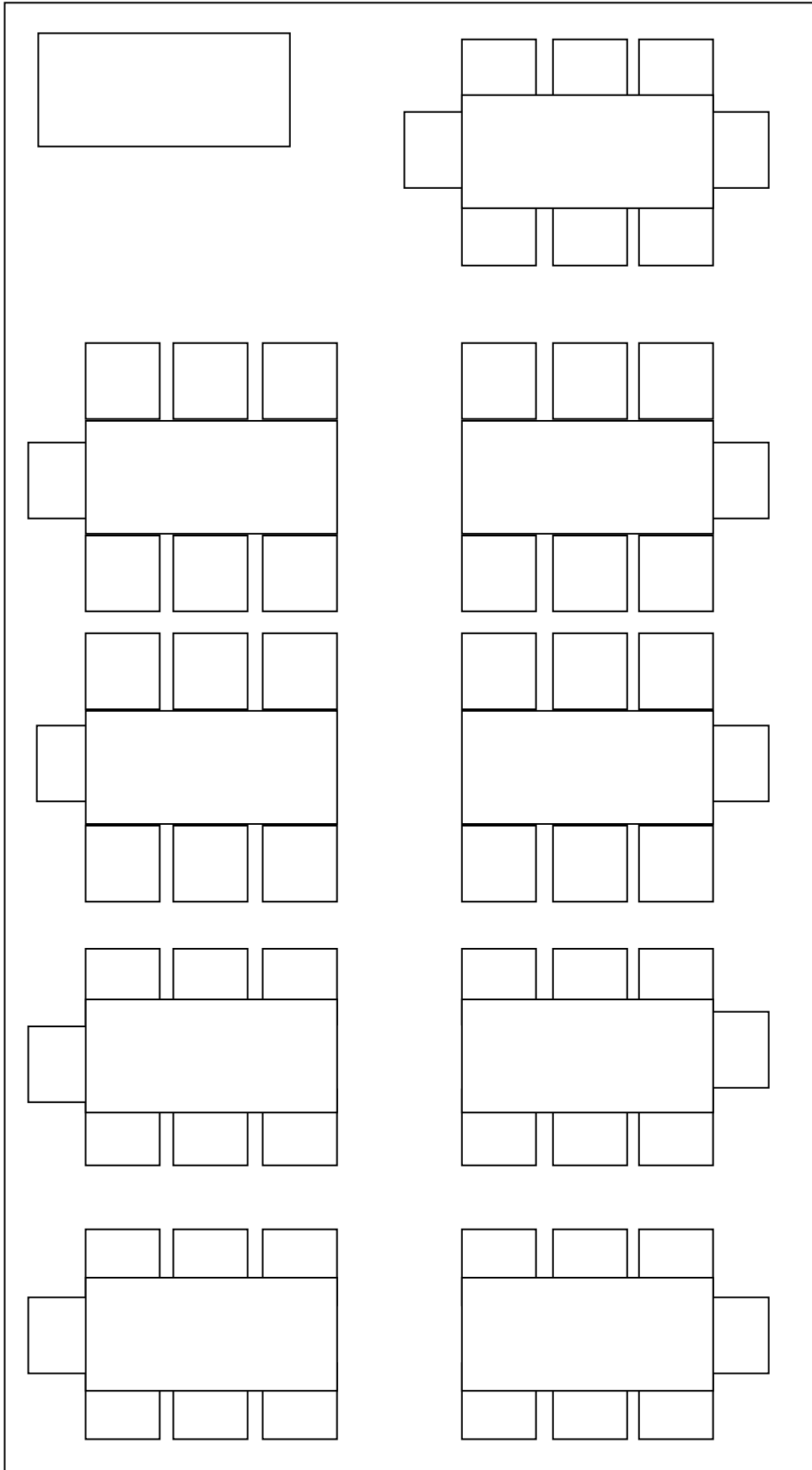
#### **Kitchen**

- Check that fire extinguishers (3) have had yearly inspection and are in correct locations:
- 1 extinguisher mounted on wall by back door in southwest corner.
- 1 extinguisher on floor between convection oven and sink in northwest corner.
- 1 mounted on wall, on left as you walk into kitchen.

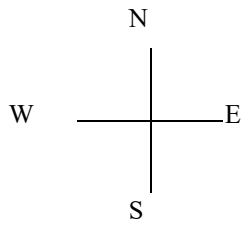
#### **Dining Room**

- Check that fire extinguisher (on east wall) is present, in clear view, and has had a yearly inspection.

# DINING TENT SET-UP DIAGRAM



Road Road Road Road Road Road Road Road Road



Tent 2  
(20x20)

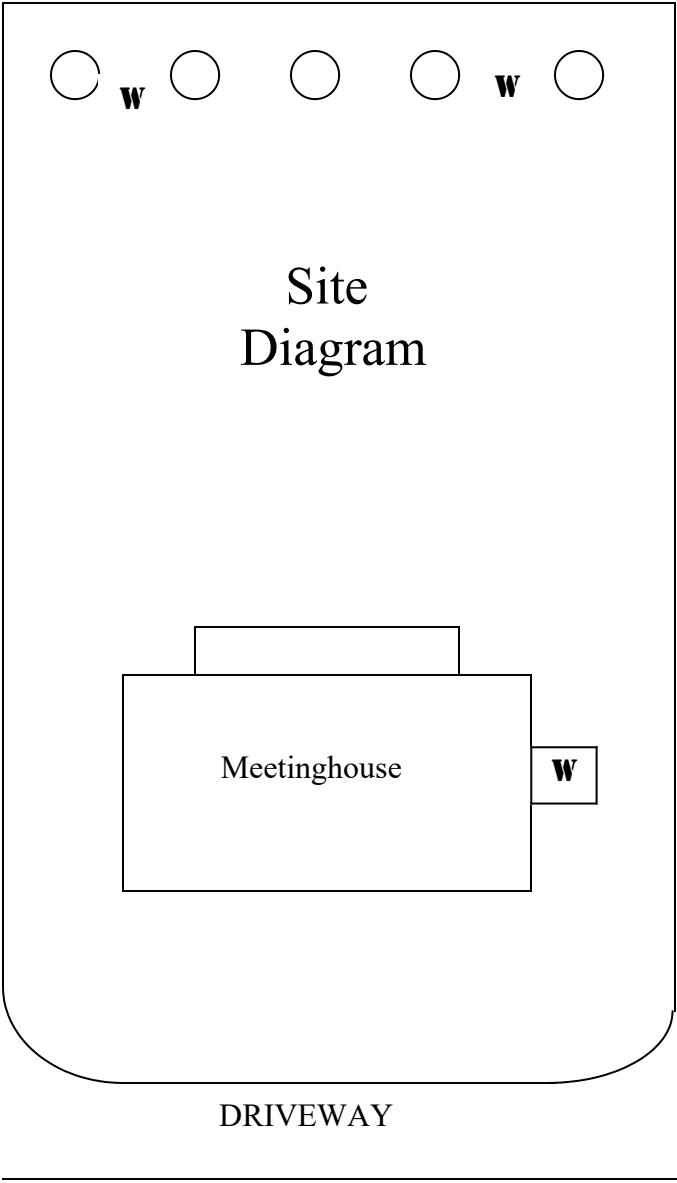
Baby-sitting  
(20x20)

Craft  
Tent  
(20x20)

Dining Tent (20x40)

Slab  
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D  
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**W** = Outdoor Workshop/ Worship  
Sharing Area

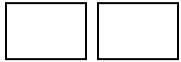
Tent 3  
(20x20)

Tent 4  
(20x20)

sink

Gas tank

Dumpster



Port-a-potties